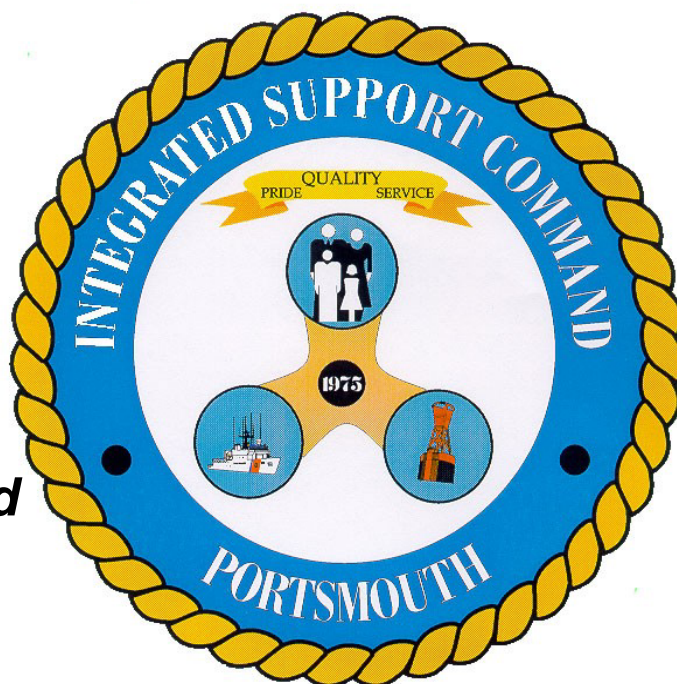




MEMBER & FAMILY GUIDE TO

MOBILIZATION & DEMOBILIZATION

***Composed By:
Fifth Coast Guard District
Integrated Support Command
Portsmouth***



Forward

The documents contained in this member/family mobilization and demobilization guide are a compilation of publications and web links. Coast Guard Reserve members and families are encouraged to go to the web pages for updated information.

Policies do change from time to time.
For the most up to date information, visit the corresponding link.

Members are encouraged to review the information with their families before deploying. Should questions arise members are to address them through their Chain of Command.

References

Title 10 U.S. Code
USCG Family Readiness Guide
DOD Family Readiness Toolkit
Reserve Mobilization and Pay Procedures Guide
Military Security Program Manual, M5520.12(SERIES), CH2 PAR L
CG Reserve Policy Manual, COMDTINST M1001.28A, CHAPTER 3.B.6
Manpower Mobilization and Support Plan, COMDTINST M3061.1
TRICARE Website
USCG PSC Website

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13. DD-214 Manual

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15. Medical Benefits (Tricare Information and Links)

16. DOD's Guard and Reserve Family Readiness Toolkit (links)

17. Web Page Links

Reserve Members....

Please take note of the following information regarding Recall and Deployment

1. FEDERAL AUTHORITY:

- Reservists are to be issued involuntary recall to active duty orders under the provisions of Title 10 USC 12302 for a period of one year, unless released sooner.
- Any Reservist who has or will exceed the 24 month legal limit under Title 10 USC 12302 must commit prior to departing their permanent command that they will voluntarily extend their orders under Title 10 USC 12301(D) for meeting the one year expectation.

2. PERSONNEL MUST ENSURE THEY BRING THE FOLLOWING ITEMS:

- ID Card
- Emergency Contact Information
- Current Qualification Letters
- Current Certification Letters for BO/BTM
- Training Records of TMT, First Aid, and Qualification Guides
- FULL SEABAG
- Previously issued LE/SAFETY/PPE GEAR

The following information are excerpts from message traffic and should be viewed as samples. Orders will vary depending on the needs of the service.

3. TRAVEL INFORMATION:

- Travel to TDY site must be completed by the most cost advantageous mode for the government
- Local travel is not authorized. It is important that you hand carry approximately \$30.00 to cover the costs of taxicab services from XXXXX to XXXXX. (This charge can be added to your travel claim for reimbursement)
- Travel to your TDY site must be completed by the most cost advantageous mode for the government.
- Storage of your POV when deployed is your responsibility
- All personnel are to be issued document type 13 TDY orders to allow for monthly submission of supplemental travel claims to facilitate timely payments of government credit card bills. If your orders do not have a 13 doc type in the tono and accounting string of numbers/letters, contact your admin or Persru staff as soon as possible to have this corrected.
- Travel claim procedures and help can be access on the web at :
[HTTP://WWW.USCG.MIL/HQ/HRNIC/RMP/INDEX.HTM](http://www.uscg.mil/hq/hrsic/rmp/index.htm).

4. UNIFORM INFORMATION: (May vary depending on regions and/or Commands)

- Working Blue and the CG new ODU is the authorized uniform of the day for the entire TDY period at XXXXX.
- You shall bring appropriate personal workout gear including t-shirt, gym shorts, socks, and tennis shoes.

5. MARINE LAW ENFORCEMENT TRAINING:

- For those participating in MLE Training, anticipate workouts being scheduled and physical fitness test being administered.

6. WEAPONS QUALIFICATIONS:

- Commands need to ensure personnel complete basic weapons qualifications prior to arrival. 9MM, M16, and Shotgun.
- Copy of individual small arms record firing report form, CG-3029, NLT xxDatexx to:_____

7. MEDICAL INFORMATION:

- The following preparations should be completed at the unit level prior to member's departure on TDY:
 - (1) Predeployment health assessment form (DD-2795) should be completed by the member
 - (2) For those deploying overseas, complete a current overseas screening to include psychological, physical and CL1 or CL2 dental.
 - (3) Health Record verified for blood type, current medications, and allergies.
 - (4) You must possess a 90 day supply of prescription medications
 - (5) Personnel requiring eyewear must possess two pairs of glasses
 - (6) Personnel must hand carry medical record.
- Out conus requirements:
 - (1) current immunizations: Anthrax, Hep A, Hep B, Influenza, MMR, Meningoccal, PPD, Smallpox, Tet-dip, Typhoid, Yellow-fever.
 - (2) DNA Sample needs to be taken along with a current HIV Test
 - (3) Women of child bearing age must have a negative pregnancy test.
 - (4) A report of outstanding medical issues shall be provided to MLCA (K), info to LANTAREA (AOFC), via MSG.

8. LEGAL INFORMATION:

All personnel selected for mobilization shall be provided with guidance necessary for wills, powers of attorney and other necessary legal support for OCONUS deployments.

9. SECURITY CLEARANCE

- Security clearance information should be emailed to receiving command utilizing the following format: NAME/RATE/LAST 4 SSN/CLEARANCE (FINAL/TEMP) /BASIS (NACLC OR SSBI)/ DATE OF SF-312
- Personnel who are not US citizens are not eligible for security clearances and cannot be considered for some assignments.

10. RESERVE RECALL REQUIREMENTS/ORDERS:

The following statement should be entered on mobilized personnel's orders:

These orders are issued in support of operations prescribed in executive order 13233, September 14, 2001. Reservists recalled under title 10 USC are currently ordered to active duty for a period of twelve months, unless released sooner, IAW USCG policy and the provisions of 10 USC 12302.

If your mobilization orders do not have the above statement, please contact your Unit Admin and/or PERSRU for an amendment.

- Personnel with 16 years or more of active duty (ADSW-AC, ADSW-RC, ADT-ODT, ADT-AT, EAD) must have approval from COMDT (G-W) prior to issuing orders. Units must request this.
- Personnel with dependents need to contact their servicing Persru to ensure their family members are registered in DEERS and have appropriate military identification.
- Personnel must notify their civilian employer, preferably in writing, that they have been called to Involuntary Active Duty.
EMPLOYMENT/REEMPLOYMENT RIGHTS INFORMATION: 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or WWW.ESGR.ORG
- Title 10 Reservists that are transferred with no break in service need their orders amended to reflect the new TDY assignment.

P 200104Z MAR 03

ALCOAST 150/03

COMDTNOTE 5000

SUBJ: THE SHIELD OF FREEDOM

1. THE ARMED FORCES OF THE UNITED STATES ARE POISED ABROAD TO CARRY OUT THE ORDERS OF OUR COMMANDER IN CHIEF AGAINST AN ENEMY THAT HAS DEFIED THE DEMANDS OF THE INTERNATIONAL COMMUNITY TO DISARM. WE HAVE BEEN CALLED UPON ONCE MORE TO DO OUR DUTY FOR THE UNITED STATES AND OUR ALLIES, WHEREVER THAT DUTY MIGHT TAKE US.

2. SHOULD HOSTILITIES BEGIN, THE LIKELIHOOD OF ATTEMPTS TO RETALIATE AGAINST OUR CITIZENS HERE AT HOME IS VERY HIGH. CONSEQUENTLY, OUR NATION IS ON HIGH ALERT. SECRETARY RIDGE HAS NOW IMPLEMENTED A REGIME OF INCREASED SECURITY MEASURES, CALLED LIBERTY SHIELD. THE COAST GUARD IS VITAL TO THE INCREASED LEVELS OF VIGILANCE AND RESPONSE CAPABILITY ON WHICH OUR NATION IS DEPENDING. WE ARE ENGAGED OVERSEAS AND ALONG OUR OWN SHORES IN PROVIDING SECURITY TO OUR NATIONAL INTERESTS. WE ARE A SHIELD OF FREEDOM AT HOME AND ABROAD.

3. WITH UTMOST CONFIDENCE IN YOUR CAPABILITIES, I CALL ON EVERY MEMBER OF THE COAST GUARD--ACTIVE, RESERVE, MILITARY, AUXILIARY OR CIVILIAN--TO RISE TO THIS CHALLENGE AND DO EVERYTHING WE CAN TO DEFEAT THE IMPENDING THREAT BEFORE US, AS OUR PRESIDENT AND OUR NATION CALL US TO DO. OUR MISSION, WHETHER IN THE PERSIAN GULF OR THE GULF OF MAINE, IS TO PREVENT THE HARM THAT OTHERS WOULD SEEK TO INFLICT UPON US. THIS IS OUR TIME. WE ARE ALWAYS READY.

4. INTERNET RELEASE AUTHORIZED.

5. ADM THOMAS H. COLLINS, COMMANDANT, SENDS.

BT

R 011238Z NOV 01
FM COMDT COGARD WASHINGTON DC//G-C//
TO ALCOAST

BT

UNCLAS //N01001//

ALCOAST 502/01

COMDTNOTE 1001

SUBJ: RESERVE MOBILIZATION

1. ON 11 SEPTEMBER, RESPONDING TO A NEW AND RAPIDLY UNFOLDING HOMELAND SECURITY THREAT, THE SECRETARY OF TRANSPORTATION AUTHORIZED THE RECALL OF THE COAST GUARD READY RESERVE. OURS WAS THE FIRST RESERVE COMPONENT

MOBILIZED. OVER 2700 MEMBERS FROM ALL OVER THE NATION RESPONDED TO AUGMENT OUR COAST GUARD FORCES. THIS WAS THE LARGEST SURGE OF COAST GUARD RESERVE FORCES SINCE WORLD WAR II.

2. TO MY FELLOW COASTGUARDSMEN: I AM ENORMOUSLY IMPRESSED BY YOUR DEDICATION TO DUTY AND I AM EQUALLY AWARE OF THE HARDSHIPS OF FAMILY SEPARATION AND YOUR UNCONDITIONAL ACCEPTANCE OF PUTTING YOUR REGULAR LIFE ON HOLD IN ORDER TO SERVE YOUR NATION. OUR CURRENT NATIONAL MARITIME SECURITY POSTURE COULD NOT HAVE BEEN ESTABLISHED HAD IT NOT BEEN FOR YOUR RAPID AND OVERWHELMING RESPONSE.

3. FOLLOWING OUR INITIAL RECALL, WE REALIZED THAT IT WOULD BE DIFFICULT TO SUSTAIN THE HIGH NUMBERS RECALLED FOR WHAT PROMISES TO BE A LONG TERM EFFORT. ACCORDINGLY, WE ARE NOW ADJUSTING OUR RECALLED RESERVE FORCE TO A NUMBER THAT CAN BE PROPERLY SUSTAINED OVER TIME AND PREPARING FOR SURGES WHILE STILL ENSURING THAT WE REMAIN STRONG ENOUGH TO MEET OUR INCREASED NATIONAL SECURITY CHALLENGES. THIS ADJUSTMENT WILL INCLUDE DEMOBILIZING SOME RESERVISTS. I ASK YOUR PATIENCE WHILE WE FINE TUNE OUR RECALLED RESERVE FORCE TO DEFINE THE RIGHT SIZE AND SKILL MIX TO CARRY OUT OUR HOMELAND SECURITY MISSION.

4. OUR WORLD HAS CHANGED SIGNIFICANTLY SINCE 11 SEPTEMBER. NEW CHALLENGES TO OUR NATIONAL SECURITY ARISE DAILY. AS RESERVISTS, YOU CONTINUE TO PLAY A DECISIVE ROLE IN MEETING THESE CHALLENGES, GUIDED BY OUR CORE VALUES OF HONOR, RESPECT AND DEVOTION TO DUTY.

5. I ENCOURAGE ALL TEAM COAST GUARD MEMBERS TO THANK THEIR RESERVE SHIPMATES FOR THEIR DEDICATION AND RESOLVE. TO EACH RESERVIST: I AM PROUD OF YOUR SERVICE, YOUR COMMITMENT AND YOUR CONTRIBUTIONS.

6. SEMPER PARATUS.

7. INTERNET RELEASE AUTHORIZED.

8. ADM J. M. LOY, COMMANDANT, SENDS

BT

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R 261817Z APR 01 ZYB
FM COMDT COGARD WASHINGTON DC//G-WT//
TO ALCOAST
BT

UNCLAS //N01001//
ALCOAST 189/01
COMDNOTE 1001

SUBJ: SELECTED RESERVE MEMBERS AND INVOLUNTARY RECALL TO ACTIVE DUTY

A. RESERVE POLICY MANUAL (RPM), COMDTINST M1001.28, 4.A.5

B. COAST GUARD MANPOWER MOBILIZATION AND SUPPORT PLAN (MMSP),
COMDTINST M3061.1

1. THE COAST GUARD RESERVE FILLS A CRUCIAL ROLE IN THE SECURITY OF OUR NATION, PARTICULARLY IN SUPPORT OF COMMANDERS IN CHIEF (CINCS) REQUIREMENTS WORLDWIDE. HENCE, SELECTED RESERVE (SELRES) MEMBERS MUST BE READY FOR MILITARY CONTINGENCIES AND DOMESTIC EMERGENCIES ON SHORT NOTICE. THE COAST GUARD RECOGNIZES THE IMPACT A RECALL PLACES ON THE SELECTED RESERVIST AND THEIR PERSONAL SITUATIONS OUTSIDE OF THE COAST GUARD, INCLUDING CIVILIAN EMPLOYMENT, FAMILY SITUATIONS, BUSINESS UNDERTAKINGS AND OTHER HARDSHIP SITUATIONS. IN ORDER TO FOSTER READINESS, SELECTED RESERVISTS SHOULD CONTINUOUSLY ADDRESS THEIR ABILITY TO DEPLOY/MOBILIZE AND DETERMINE WHETHER THEIR AVAILABILITY BECOMES IMPAIRED DUE TO EMPLOYMENT, FAMILY, MEDICAL, OR OTHER CONDITIONS. WHEN A SITUATION PRECLUDES MOBILIZATION OR DEPLOYMENT, THE SELECTED RESERVIST HAS THE RESPONSIBILITY TO NOTIFY THEIR COMMANDING OFFICER OF THE IMPEDIMENT.

2. SELRES MEMBERS MAY REQUEST A HARDSHIP TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) OR A DEFERMENT IN CASES OF TEMPORARY HARDSHIP, SUBJECT TO DOCUMENTED SERIOUS OR EMERGENT PERSONAL SITUATIONS UNDER REFS A AND B. THESE ARE VALUABLE OPTIONS FOR STRIKING A BALANCE BETWEEN SELECTED RESERVE PARTICIPATION AND PERSONAL NEEDS. HOWEVER, WHEN THESE OPTIONS ARE EXERCISED IN THE PLANNING STAGE OF A PRESIDENTIAL RESERVE CALLUP (PRC), A SECRETARIAL INVOLUNTARY RECALL UNDER 14 U.S.C. 712, OR A PARTIAL OR FULL MOBILIZATION, THEY THREATEN OUR READINESS.

3. EFFECTIVE IMMEDIATELY, ALL MEMBERS OF THE SELRES ARE REQUIRED TO SIGN A PAGE SEVEN (CG-3307) WHICH WILL INCLUDE THE FOLLOWING VERBIAGE: "I AM READY TO DEPLOY AND BE MOBILIZED ON SHORT NOTICE. IF MY DEPLOYABILITY BECOMES IMPAIRED DUE TO EMPLOYMENT, FAMILY, MEDICAL, OR OTHER CONDITIONS, I SHALL NOTIFY MY COMMAND ABOUT THE IMPEDIMENT IN WRITING IMMEDIATELY." THIS FORM IS TO BE USED UPON INITIAL CHECK-IN TO THE UNIT, AND RE-INITIALED BY THE MEMBER ANNUALLY, ON A SCHEDULE SET BY THE INDIVIDUAL UNIT (FOR INSTANCE TO COINCIDE WITH THE UNIT ALL HANDS).

4. THE ABILITY OF THE MEMBER TO REQUEST TRANSFER TO THE IRR OR DEFERMENT WILL REMAIN. HOWEVER, ONCE A PRC, SECRETARIAL INVOLUNTARY RECALL, OR A PARTIAL OR FULL MOBILIZATION HAS BEEN SIGNED BY THE PRESIDENT OF THE UNITED STATES, THE NEEDS OF THE SERVICE WILL TAKE PRECEDENCE.

5. UPON ACTIVATION OR MOBILIZATION, ALL MEMBERS SHALL REPORT FOR ACTIVE DUTY AS ORDERED. ONCE ON ACTIVE DUTY, A MEMBER WITH A HARDSHIP SITUATION MAY REQUEST RELIEF VIA THEIR CHAIN OF COMMAND. THE RESERVIST SHALL REMAIN ON ACTIVE DUTY UNTIL RELIEVED. A MEMBER WHO REFUSES TO COMPLY WITH ORDERS FOR A RECALL TO ACTIVE DUTY IS SUBJECT TO PENALTIES IMPOSED BY THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ). AMONG OTHER SANCTIONS, THE MEMBER COULD RECEIVE A DISMISSAL, A BAD CONDUCT DISCHARGE, A DISHONORABLE DISCHARGE, OR AN ADMINISTRATIVE DISCHARGE CHARACTERIZED AS OTHER THAN HONORABLE.

6. ANY SELRES MEMBER WHO REQUESTS REMOVAL OR TRANSFER FROM THE SELRES SHALL REPAY HIS OR HER ENLISTMENT, REENLISTMENT OR AFFILIATION BONUS, OR SPECIAL PAY, AS PROVIDED IN TITLE 37 UNITED STATES CODE.

7. THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA) PROVIDES RESERVISTS WITH EMPLOYMENT RIGHTS DURING

PERIODS OF ACTIVE DUTY SERVICE. WHILE YOU MUST MEET CERTAIN CRITERIA, THE LAW PROVIDES SAFEGUARDS FOR REEMPLOYMENT UPON RETURN FROM ACTIVE DUTY. MEMBERS RECALLED TO ACTIVE DUTY INVOLUNTARILY ARE EXEMPT FROM THE FIVE YEAR LIMIT ON DURATION OF SERVICE. INFORMATION ON USERRA CAN BE FOUND ON THE NATIONAL COMMITTEE OF EMPLOYER SUPPORT FOR THE GUARD AND RESERVE WEBSITE AT WWW.ESGR.ORG, AND AT WWW.NCESGR.OSD.MIL/LAW.HTM (INCLUDES QUESTIONS AND ANSWERS).

8. THERE IS NO FEDERAL LAW THAT PROVIDES SPECIAL BENEFITS TO STUDENTS RECALLED TO ACTIVE DUTY. STATES MAY PROVIDE LIMITED BENEFITS. SERVICE MEMBERS OPPORTUNITY COLLEGES ARE A RESOURCE FOR THIS INFORMATION. YOU CAN CALL 1-800-368-5622, OR GO TO WWW.SOC.AASCU.ORG.

9. THIS INFORMATION WILL BE INCORPORATED INTO THE NEXT FORMAL CHANGE TO REFS A AND B.

10. INTERNET RELEASE AUTHORIZED.

11. RELEASED BY RADM R. D. SIROIS, DIRECTOR OF RESERVE AND TRAINING.

BT

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R 212255Z SEP 01

FM COMDT COGARD WASHINGTON DC//G-W//

TO ALCOAST

BT

UNCLAS //N06010//

ALCOAST 402/01

COMDTNOTE 6010

SUBJ: COAST GUARD RESERVE INVOLUNTARY RECALL AUTHORITY,
ENTITLEMENTS AND GUIDANCE

A. COMMANDANT MEMORANDUM, 1001, ACTION: PARTIAL MOBILIZATION RECALL
OF RESERVISTS FOR NATIONAL EMERGENCY, DTD SEP 19 2001

B. E-MAIL ALPERSRU S/01

C. THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT,
38 USC CH 43

D. THE SOLDIERS AND SAILORS CIVIL RELIEF ACT, 50 USC CH 888

1. AUTHORITY.

A. REF (A) AUTHORIZES THE COMMANDANT TO INVOLUNTARILLY RECALL COAST
GUARD RESERVISTS FOR A PERIOD NOT TO EXCEED 24 MONTHS UNDER 10 USC
12302 AND EXECUTIVE ORDER 13223. MEMBERS CURRENTLY RECALLED UNDER
14 USC 712 WILL BE TRANSFERRED TO 10 USC AUTHORIZATION WITH AN
EFFECTIVE DATE OF 14 SEPTEMBER 2001. ALL SUBSEQUENT RESERVE RECALLS
WILL BE UNDER TITLE 10 USC. THE NUMBER OF RESERVISTS AUTHORIZED TO
BE RECALLED BY OPERATIONAL COMMANDERS SHALL BE PROVIDED VIA
COMMANDANT STRATEGIC GUIDANCE TO BE RELEASED SHORTLY VIA SEPCOR.

B. ORDERS: PERSRUS SHALL ISSUE ALL ORDERS UNDER THIS AUTHORITY AS
"ACDU ORDERS", NOT ADSW-AC, ADSW-RC OR EAD. ALL ORDERS ISSUED UNDER
THIS AUTHORITY SHALL CONTAIN THE FOLLOWING "THESE ORDERS ARE ISSUED
IN SUPPORT OF OPERATIONS PRESCRIBED IN EXECUTIVE ORDER 13223,
SEPTEMBER 14, 2001. RESERVISTS RECALLED UNDER TITLE 10 USC ARE
CURRENTLY ORDERED TO ACTIVE DUTY FOR A PERIOD OF TWELVE CONSECUTIVE
MONTHS, UNLESS RELEASED SOONER, IAW USCG POLICY AND THE PROVISIONS
OF 10 USC 12302". THIS STATEMENT MUST BE INCLUDED ON ALL ORDERS TO
ENSURE RESERVISTS RECEIVE BENEFITS ON PAR WITH ACTIVE DUTY MEMBERS
FOR THE DURATION OF THIS RECALL. SPECIFIC BENEFITS ARE TRIGGERED BY
DURATION OF POTENTIAL DUTY. ACTUAL DURATION OF ORDERS WILL BE
DETERMINED BY OPERATIONAL COMMANDERS BASED UPON COMMANDANT
STRATEGIC GUIDANCE TO BE RELEASED SHORTLY VIA SEPCOR. ORDER
ISSUING AUTHORITY SHOULD FOLLOW PROCEDURES DETAILED IN REFERENCE
(B) WHEN EXECUTING ORDERS UNDER THIS AUTHORITY.

2. ENTITLEMENTS.

A. RESERVISTS ARE AFFORDED SPECIFIC BENEFITS WHEN RECALLED UNDER
TITLE 10 USC, WHICH THEY ARE NOT AFFORDED UNDER TITLE 14 USC 712.

B. BAH: MEMBERS RECALLED TO ACTIVE DUTY UNDER 10 USC 12302

AUTHORITY ARE ELIGIBLE TO RECEIVE FULL BAH.

C. MEDICAL AND DENTAL: POLICIES AND PROCEDURES FOR OBTAINING
MEDICAL AND DENTAL CARE FOR RESERVISTS ON AD ORDERS AND THEIR
DEPENDENTS WILL BE THE SUBJ OF A SEPARATE ALCOAST IN THE NEAR
FUTURE.

D. UNIFORMS: IRR MEMBERS ACTIVATED UNDER THIS AUTHORITY MAY BE
AUTHORIZED UNIFORMS USING FORM CG-3019/CG3019A AT NO COST TO THE
MEMBER.

E. COMMISSARY/PX: MEMBERS AND DEPENDENTS ARE AFFORDED FULL
COMMISSARY AND PX PRIVILEGES UNDER THIS AUTHORITY.

3. GUIDANCE.

A. USERRA: REF (C) PROVIDES A BROAD RANGE OF CIVILIAN JOB
PROTECTIONS. MORE INFORMATION ON THIS TOPIC CAN BE FOUND AT
[HTTP://WWW.ESGR.ORG](http://WWW.ESGR.ORG).

B. DEERS: RESERVISTS ORDERED TO AD FOR PERIODS GREATER THAN 30 DAYS
SHOULD CONTACT THEIR SERVICING PERSRUS TO ENSURE SPONSOR AND FAMILY
MEMBERS ARE REGISTERED WITHIN THE DEERS SYSTEM AND RECEIVE

APPROPRIATE MILITARY IDENTIFICATION CARDS. RESERVISTS AND THEIR FAMILY MEMBERS ARE HIGHLY ENCOURAGED TO VERIFY THEIR DEERS INFORMATION AT 1-800-538-9522. MEMBERS MAY UPDATE THEIR DEERS RESIDENCE ADDRESS VIA FAX AT 831-655-8317 OR VIA THE INTERNET AT WWW.TRICARE.OSD.MIL UTILIZING "DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM" WITHIN THE RED SELECTION BOX.

C. PERSONAL AFFAIRS/FINANCES: RESERVISTS SHOULD ENSURE PERSONAL AFFAIRS ARE IN ORDER INCLUDING WILLS, POWERS OF ATTORNEY, AND OTHER FINANCIAL AND FAMILY MATTERS. MEMBERS RECALLED TO ACTIVE DUTY UNDER 10 USC 12302 ARE AFFORDED SOME ECONOMIC PROTECTIONS BY REFERENCE (D) INCLUDING: REDUCED INTEREST RATE ON MORTGAGE PAYMENTS, REDUCED INTEREST RATE ON CREDIT CARD DEBT, PROTECTION FROM EVICTION IF YOUR RENT IS \$1,200 OR LESS AND DELAY OF ALL CIVIL COURT ACTIONS, SUCH AS BANKRUPTCY, FORECLOSURE OR DIVORCE PROCEEDINGS. THIS ACT DOES NOT ALLOW RESERVISTS TO UNILATERALLY MODIFY LEASE AGREEMENTS. MORE INFORMATION ON THIS TOPIC CAN BE FOUND AT

[HTTP://WWW.CHINFO.NAVY.MIL/NAVPALIB/QUESTIONS/SSRELIEF/USC50TOP.HTM](http://WWW.CHINFO.NAVY.MIL/NAVPALIB/QUESTIONS/SSRELIEF/USC50TOP.HTM)

L.
D. DIRECT DEPOSIT/EFT: PERSRUS WILL ENSURE THAT RESERVE MEMBERS RECALLED FROM THE INDIVIDUAL READY RESERVE (IRR) HAVE ESTABLISHED DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER (EFT) CAPABILITY.

E. GOVT CREDIT CARDS: PERSRUS ARE TO COORDINATE ISSUING OF CITIBANK OFFICIAL GOVT CREDIT CARDS TO RESERVISTS. CONSIDERATION SHOULD BE GIVEN TO INCREASING LIMIT BEYOND 2500 DOLLARS DUE TO PROJECTED EXTENDED DURATION OF OPERATIONS.

F. WORKLIFE: ALL RESERVISTS RECALLED TO ACTIVE DUTY ARE ENCOURAGED TO CONTACT THEIR LOCAL WORK/LIFE STAFFS AND ENSURE THEIR FAMILIES HAVE CONTACT NUMBERS FOR LOCAL WORK/LIFE STAFFS IN THEIR AREA OF RESIDENCE. 4. ADDITIONAL INFORMATION REGARDING RESERVE RECALL ISSUES CAN BE FOUND IN THE RESERVE RECALL ADVISORY AT WWW.USCG.MIL/RESERVE.

5. INTERNET RELEASE AUTHORIZED.

6. RELEASED BY RADM R.D. SIROIS, DIRECTOR OF RESERVE AND TRAINING.

BT

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R 161344Z NOV 01
FM COMCOGARD PERSCOM WASHINGTON DC//RPM//
TO ALCGPERSCOM

BT

UNCLAS //N03061//

ALCGPERSCOM 125/01

SUBJ: CLARIFICATION OF ADT/IDT PARTICIPATION STANDARDS FOR
DEMOBILIZED RESERVISTS

A. COMDTINST M3061.1, CG MANPOWER MOBILIZATION SUPPORT PLAN

B. COMDTINST M1001.28, RESERVE POLICY MANUAL

1. RESERVE ACTIVE DUTY PERFORMED UNDER THE RECENT PRESIDENTIAL
PARTIAL MOBILIZATION AUTHORIZATION MAY BE APPLIED TOWARD MEETING THE
SELRES ANNUAL TRAINING REQUIREMENT AS DISCUSSED IN ARTICLE 5.G.1.B.OF
REF A AND ARTICLE 3.B.3 OF REF B. FOR RESERVISTS NEEDING ADDITIONAL
TRAINING, MORE DAYS MAY BE REQUESTED IN THE FORM OF ADT-OTD.

2. ARTICLE 2.B.3. OF REF B DEFINES MINIMUM DRILL ATTENDANCE FOR
SATISFACTORY PARTICIPATION AS 90% OF SCHEDULED DRILLS. TO DETERMINE
THE APPROPRIATE NUMBER OF DRILLS TO SCHEDULE FOR A DEMOBILIZED
RESERVIST, UNITS SHOULD MULTIPLY THE NUMBER OF COMPLETE MONTHS
REMAINING IN THE FY BY 4 (E.G., A RESERVIST DEMOBILIZED ON 14 DEC
WILL HAVE 9 COMPLETE MONTHS REMAINING, WHICH EQUALS 36 DRILLS).

3. THESE CLARIFICATIONS WILL BE REFLECTED IN FUTURE CHANGES TO REFS A
AND B.

4. INTERNET RELEASE AUTHORIZED.

BT

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HRSICNOTE 1000
10 June 2003

CANCELLED:
10 June 2004

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-9 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES MANUAL (PPPM)

-
- 1. Purpose** This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
-
- 2. Action** Addressees shall enter page changes as indicated in the Procedure section of this Notice. The need to promulgate the information contained in this change in a timely manner precludes utilization of traditional, paper-based, distribution methods.
-
- 3. Directives Affected** None
-
- 4. Summary** This change adds Chapter 11, Reserve Mobilization. This chapter provides pay and personnel procedures for reserve mobilization and demobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization and demobilization.
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Continued on next page

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5. Procedure Remove and insert the following pages.

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N/A	Chapter 11, Pages 11-1 thru 11-51

6. Comments and Recommendations Comments or recommendations may be submitted by E-mail to “HRSIC-PRC@hric.uscg.mil” or by returning the comment form on Enclosure (11) of the manual.

/s/

M. P. SULLIVAN
Acting

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Chapter Overview

Introduction This chapter provides pay and personnel procedures for reserve mobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization.

Use of This Chapter for Mobilization Planning The process for mobilizing reservists will be exceptionally smoother if units use this chapter as a guide in training members on mobilization entitlements, and utilize the provided checklists for ensuring necessary paperwork has been completed to make a member medically and legally ready for mobilization.

In This Chapter The following topics are covered in this chapter.

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The Mobilization Process

Introduction The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Process This table provides an overview of the mobilization process.

Stage	Who does it	What Happens
1	Headquarters	Authorizes mobilization of reservists via ALCOAST.
2	Units Needing Mobilization Resources	Coordinate mobilization needs with ISC (pf) and operational commanders. Providing clear information on berthing and messing facilities at the Mobilization Site.
3	ISC (pf)	Receives direction from operational command (district or area commander) to supply mobilization resources. Coordinates with units to identify reservists to meet mobilization needs. Issues accounting data for pay, allowances, per diem, and travel; AND provides information on Berthing and Messing at Mobilization Site to PERSRU/Field for order preparation.
4	Member's Regularly Assigned Unit	Screens member for mobilization/medical fitness. Ensures member has enough obligated service. Ensures member has up to date vaccinations and physicals. Assists member in making travel arrangements to mobilization site. Sends letter to member's employer notifying of the recall status. Mails member's medical record to the mobilization unit.
5	Member's Regularly Assigned PERSRU	Prepares mobilization orders. Coordinates any service obligation paperwork. Coordinates processing of travel advance requests. Forwards PERSRU PDR to the PERSRU that will be servicing the member at the mobilization site.
6	Member	Reports for mobilization duty. Completes check-in paperwork. Prepares travel claim. Verifies SGLI for self and spouse. Updates mailing/e-mail address and direct deposit information in Direct Access (if applicable)[if access to the CG intranet is unavailable, requests that PERSRU input mailing address / direct deposit information].
7	Mobilization Unit	Reports reservist aboard. Ensures reservist and dependent/s are issued ID card/s.
8	PERSRU For Mobilization Unit	Prepares SDA-II and Direct Access transactions to record the mobilization status and duration.
9	HRSIC (TVL)	Processes requests for travel advances.

Continued on next page

The Mobilization Process, Continued

Process (cont'd)

Stage	Who does it	What Happens
10	PERSRU / HRSIC	Maintains reservist pay and leave accounts during mobilization.
11	Member	Submits periodic travel claims (normally monthly) if entitled to per diem while in mobilization status.
12	HRSIC (TVL)	Processes travel claims.
13	Mobilization Unit & ISC (pf)	Coordinate demobilization in advance with member and PERSRU.
14	Mobilization Unit	Ensure member is physically qualified for demobilization. Notifies PERSRU of any uncollected CG Mutual Assistance loan(s) that need to be collected from member's final active duty pay.
15	Member	Notifies PERSRU of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist) via a Career Intentions Worksheet.
16	PERSRU For Mobilization Unit	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist). Prepares Certificate of Release or Discharge From Active Duty (DD-214) and mails to Mobilization Unit for delivery to member. Verifies member's Personnel Data Information File (PDIF) and inputs any missing competencies earned, awards issued or school completions in Direct Access.
17	Mobilization Unit	Delivers demobilization documents to reservist (DD-214 and instructions for reservist for filing travel claim). Mails member's medical record back to the member's regularly assigned unit.
18	PERSRU For Mobilization Unit	Verifies the member's leave balances. Prepares Direct Access and SDA-II transactions to record the reservist's release from active duty (RELAD). Forwards PERSRU PDR back to the PERSRU for the member's regularly assigned unit.
19	Member	Updates mailing/e-mail address and bank account information in Direct Access, if they are changing [if access to the CG intranet is unavailable, requests that PERSRU input mailing address / direct deposit information]. Submits updated SGLI election forms if SGLI coverage was converted to the maximum level during mobilization, and less than maximum coverage is desired after demobilization.
20	HRSIC (SES)	Processes final active duty payment to reservist. Collects CG Mutual Assistance debts.

Types of Mobilization

Introduction Members of the Reserve Component may be mobilized under several different legislative authorities. The legislative authority used has implications on the members' pay and travel entitlements.

Legislative Authority The legislative authorities under which a member may be mobilized are listed below.

Citation	Enabling Authority	In Response to:	Type & Limitations
14 U.S.C. 712	Secretary of Homeland Defense	Serious natural or manmade disasters, accidents or catastrophes	Involuntary. Not more than 30 days per four-month period or 60 per two year period
10 U.S.C. 12301(a)	Congress	War or National emergency declared by Congress	Involuntary. Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority	Any Event or request for EAD, ADSW, Retired recall, etc.t	Voluntary. Retain only with member consent
10 U.S.C. 12302	President	National Emergency declared by the President	Involuntary. Not more than 24 consecutive months.
10 U.S.C. 12304	President	SELRES Augmentation for any mission deemed necessary by President	Involuntary. Not more than 270 days.

Note: Mobilizations connected with 9/11/2001 have been under the authority of 10 U.S.C. 12302

Mobilization Orders

Introduction	The mobilization orders issued by ISC (pf) drive travel and per diem entitlements. Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.
Use of Government Or Contracted Berthing and Messing	<p>It is Coast Guard policy when Reserve Component (RC) members are mobilized, government/contracted berthing and messing shall be provided to the maximum extent possible.</p> <p>If government/contracted berthing and messing is <u>not available</u>, the orders shall authorize the appropriate Lodging plus Per Diem rate (lodging, meals, and incidental expenses).</p>

Duration and Document Type Of Mobilization Orders		
Citation	Type & Limitations	Document Type Recommended
14 U.S.C. 712	Involuntary. Not more than 30 days per four-month period or 60 per two year period	11 – Standard TDY Orders
10 U.S.C. 12301(a)	Involuntary. Duration of war or national emergency plus six months.	13 – Blanket TDY Orders
10 U.S.C. 12301(d)	Voluntary. Retain only with member consent	13 – Blanket TDY Orders
10 U.S.C. 12302	Involuntary. Not more than 24 consecutive months.	13 – Blanket TDY Orders
10 U.S.C. 12304	Involuntary. Not more than 270 days.	13 – Blanket TDY Orders

Reemployment Rights Notation Required On All Orders	<p><u>All mobilization orders</u> shall contain the following statement:</p> <p>“If you have any questions regarding your employment/reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve), check online at http://www.esqr.org or the CG Legal Fact Sheet about The Soldiers' and Sailors' Civil Relief Act (SSCRA) @ http://www.uscg.mil/legal/la/topics/sscra/about_the_sscra.htm ”</p>
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Chapter 11
RESERVE MOBILIZATION

Sample Mobilization Orders

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 11-94)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL													
1. SSN		2. NAME (Last Name, First Name, MI)				3. RATE/RANK		4. CURRENT DUTY STATION							
EMPLOYEE ID		SMITH, JOHN D.				YNC/E7		CG HRSIC							
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)								6. TRANSFER AUTHORITY							
444 SE QUINCY ST TOPEKA, KS 66683								COMDT MSG 000000Z MMM 03							
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:															
AGENCY	DISTRICT	APPN CODE		LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER			ESTIMATED COST	MISC	
										TYPE	FY	NUMBER			SUFFIX
2	P	103	299	10	0	10	70880	117H	71	03		000	1000.00	P/A	
2	P	103	299	10	0	10	70880	122R	71	03		001	80.00	FIC	
2	P	103	132	30	0	76	70880	2108	14	03		000	1800.00	GTR	
2	P	103	132	30	0	76	70880	2108	13	03		000	97.48	TVL	
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):															
02 _____ TRAVEL TIME _____ PROCEED TIME _____ LEAVE (INCONUS) _____ LEAVE (OUTCONUS) _____ COMPENSATORY ABSENCE _____ NON CHARGEABLE ABSENCE _____ DATE LINE ADJUSTMENT _____															
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW: SCHEDULED DEPARTURE DATE:															
UNIT/STATION/PLACE									NATURE OF DUTY			TIME/DATE REPORTING			
53-54700 CG HRSIC TOPEKA, SHAWNEE, KS 66683									MOBILIZATION			0800 MMM DD YYYY			
08-36240 CG GP NEW ORLEANS									TDY MOBILIZATION			0800 MMM DD YYYY			
METAIRIE, JEFFERSON, LA 70005															
WITH POSSIBLE FURTHER TDY LOCATIONS TO BE DESIGNATED															
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:															
<p>ORDERS ISSUED UNDER 10 USC 12302 ARE NORMALLY FOR A MINIMUM OF 12 MONTHS AND A MAXIMUM OF 24 MONTHS. SUCH ORDERS MAY BE EXTENDED, UNDER COMDT AUTHORITY, SO LONG AS THE PERIOD OF ACTIVE DUTY DOES NOT EXCEED MORE THAN 24 CONSECUTIVE MONTHS. DATES OF THIS ORDER ARE MMM DD YYYY TO MMM DD YYYY. ORDERED TO ACTIVE DUTY IN SUPPORT OF CONTINGENCY OPERATION _____.</p> <p>BERTHING AVAIL / NOT AVAIL IAW JFTR; MESSING AVAIL / NOT AVAIL IAW CG PAY MAN (WILL NEED ENDORSEMENT ON AVAILABILITY OF BERTHING AND MESSING AT TDY SITE)</p> <p>AUTH / NOT AUTH BAH W OR W/O DEPN IAW CG PAY MAN & JFTR</p> <p>ADDITIONAL SPECIFIC DUTY: SEA DUTY, DIVING, FLIGHT CREW, PHYSICIAN ASSISTANT</p> <p>AUTH USE OF GOV OR POV (LOCAL MILEAGE AUTHORIZED) OR GTR.</p> <p>MEMBER DOES / DOES NOT HAVE GOVERNMENT CREDIT CARD.</p> <p>AUTH DUAL LODGING WHILE TDY IN NEW ORLEANS, LA FROM</p> <p>MMM DD YYYY TO MMM DD YYYY FOR CITY, COUNTY, STATE AND ZIP CODE</p> <p>ACCOUNTING TO CHANGE EFFECTIVE OCT 1, 2003 UNLESS DEMOBILIZED:</p> <p>2/P/104/299/10/0/10/70880/117H/71/04/#####000 PAY AND ALLOWANCES</p> <p>2/P/104/299/10/0/10/70880/122R/71/04/#####001 FICA</p> <p>2/P/104/132/10/0/10/70880/2108/14/04/#####000 GTR</p> <p>2/P/104/132/10/0/10/70880/2108/13/04/#####000 BLANKET TRAVEL</p> <p>"IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS, YOU CAN CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE), CHECK ON-LINE @ HTTP://WWW.ESGR.ORG OR ON-LINE FOR THE CG LEGAL FACT SHEET ABOUT THE SOLDIERS' AND SAILORS' CIVIL RELIEF ACT (SSCRA) @ HTTP://WWW.USCG.MIL/LEGAL/LA/TOPICS/SSCRA/ABOUT THE SSCRA.HTM"</p>															
11. Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.															
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature)						12b. DATE		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				13b. DATE			
MICHAEL SMITH, CAPT, USCG								JOHN D. SMITH TOPEKA, KS							

PREVIOUS EDITIONS ARE OBSOLETE

Pay Entitlements When Mobilized

Introduction Pay entitlements depend on the legislative authority under which the orders are issued (Title 10 or Title 14, U.S. Code).

References (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) – available on-line at: <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/manuals.htm>
(b) Joint Federal Travel Regulations, Volume 1 – available on-line at: <http://www.dtic.mil/perdiem/>

Summary This table is a summary of mobilization pay entitlements:

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Pay	Basic Pay	Basic Pay	Figure 2-1, reference (a)
Officer Basic Allowance for Subsistence (BAS)	Officer BAS	Officer BAS	Section 3-A, reference (a)
Enlisted Basic Allowance for Subsistence (BAS)	Ashore unit: <u>EnlistedRegular BAS</u> No government dining facility available	Ashore unit: <u>EnlistedRegular BAS</u> No government dining facility available	Section 3-B-4.b., reference (a)
	<u>Enlisted BAS</u>	<u>Enlisted BAS</u>	Section 3-B-5, reference (a)
	<u>ENL BAS minus DISCOUNT MEAL RATE</u> (ESM or EUM)	<u>ENL BAS minus DISCOUNT MEAL RATE</u> (ESM or EUM)	Section 3-B-5, reference (a)
	Afloat unit with an established dining facility:	Afloat unit with an established dining facility:	
	<u>ENL BAS minus DISCOUNT MEAL RATE</u> (ESM)	<u>ENL BAS minus DISCOUNT MEAL RATE</u>	Section 3-B-5.b, Reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Allowance For Housing (BAH)	<p>Member with dependents. BAH-I is based upon the principal place of residence from which recalled, <u>unless</u> authorized transportation of household goods, then BAH-I is authorized for duty station location</p> <p>Member without dependents. BAH-I is based upon the principal place of residence from which recalled, if the member is ordered to a duty locale where member is unable to occupy their principal residence and was not authorized special storage of household goods.</p> <p>Military member married to another military member. See Figure 3-12, reference (a).</p>	BAH-II (since active duty orders are for 139 days or less).	Section 3-C-10, Figure 3-7, Figure 3-8, Figure 3-12, reference (a)
Cost-of-Living Allowance in CONUS (CONUS COLA).	CONUS COLA is payable at the rate prescribed for the location of the member's principal place of residence.	Not payable.	Para U8011, reference (b)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Overseas Housing Allowance (OHA)	OHA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OHA rate payable will be based on the location of the member's primary residence.	No entitlement.	Para U7150-H, reference (b)
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OUTCONUS COLA rate will be based on the location of the member's primary residence.	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS location and there is no per diem entitlement.	Para U7150-H, reference (b)
Family Separation Allowance (FSA)	Member with dependents. FSA-T if assigned in a TDY status OR FSA-S to a ship away from dependents for a continuous period of 31 days or more. NOTES: (1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	No entitlement.	Section 3.G, reference (a)
Family Supplemental Subsistence Allowance (FSSA)	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	Section 3-N, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Enlisted Uniform Issue	If recalled from the IRR or Retired Reserve, an enlisted member may be entitled to an issuance of uniforms depending on time elapsed since retirement or transfer to IRR. Rules vary consult with G-WTR for guidance.	No entitlement	ALCOAST 418/01
Enlisted Clothing Maintenance Allowance	BMA if receiving RBMA prior to mobilization. SMA if receiving RSMA prior to mobilization.	Continues to receive RBMA or RSMA while on active duty.	Figure 3-26, reference (a)
Civilian Clothing Monetary Allowance	STADCMMA-CIV	STADCMMA-CIV (period is 30 days in duration)	Figure 3-23, Rules 10 & 11, reference (a)
Officer Uniform Allowance	Additional Officer Uniform Allowance is payable if the active duty period is more than 90 days duration, and the officer has not served on another period of active duty of more than 90 days within the past 2 years.	Not payable (since active duty orders are for less than 91 days).	Section 3.K.3, reference (a)
Hardship Duty Pay for Location (HDP-L)	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	No entitlement.	Figure 4-3, reference (a)
Career Sea Pay (CSEAPAY)	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	Figure 4-6, reference (a) E-Mail ALPERSRU D/03 for Level-3 entitlement if operating in-theater
Diving Duty Pay	When assigned by orders to diving duty.	When assigned by orders to diving duty.	Figure 4-7, reference (a)
Imminent Danger Pay	When on official duty in a designated imminent danger pay area.	When on official duty in a designated imminent danger pay area.	Figure 4-9, reference (a)
Board Certified Pay for Physician Assistants	Officers designated as physician assistants.	Officers designated as physician assistants.	Section 4-J, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Combat Tax Exclusion	If in an active duty status in a designated combat zone.	If in an active duty status in a designated combat zone.	Section 8-G, reference (a)
Special Duty Assignment Pay (SDAP) Enlisted	If ordered to duties which qualify for SDAP.	If ordered to duties which qualify for SDAP.	Section 4-I, reference (a) COMDTINST 1430.10 (series)
Hazardous Duty Incentive Pay (HDIP)	When under flight orders as a crew member, non-crew member, or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	When under flight orders as a crew member, non-crew member, or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	Section 5-B, reference (a)
Flight Deck Hazardous Duty Incentive Pay (FDHDIP)	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	Section 5-C, reference (a)
Leave / Lump Sum Leave Payment	When on active duty for 30 or more consecutive days, members accrue 2.5 days of leave per month. Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during his/her career.	No entitlement (since orders are for less than 31 days).	Article 7.A.11, CG PERSMAN Section 10-A, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Servicemembers' Group Life Insurance (SGLI)	When ordered to active duty for more than 30 days - <u>automatically</u> insures Member SGLI for \$250,000 and Spouse SGLI for \$100,000. If the member does not desire maximum SGLI / Spouse SGLI coverage, <u>must execute a new</u> election for reduced or no coverage. Also entitled to Child SGLI coverage, \$10,000 per child at no cost. Note: SGLI Coverage <u>does not</u> revert back to original SELRES designation upon demobilization.	Continues prior level of SGLI / Family SGLI coverage while on active duty for 30 days or less.	Section 6-A, reference (a)
Savings Deposit Program	When assigned to a qualifying combat area is entitled to deposit up to \$10,000 in a Savings Deposit Program earning 10% interest per year, compounded quarterly.	Not applicable.	Section 6-F, reference (a)
Advance Pay / BAH / OHA	When recalled to active duty is <u>not</u> entitled to advance pay or advance BAH / OHA.	Not applicable.	Section 9-D-3, reference (a)

Continued on next page

Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Thrift Savings Plan (TSP)	If called to active duty for a period of more than 30 days, a member of the Ready Reserve may make a new/revised TSP election within 60 days of being called to active duty.	Not applicable.	Section 6-G, reference (a) TSP Web site @ http://www.tsp.gov/
TRICARE Dental Program	<p>Reservists enrolled in TRICARE Dental for themselves and/or their families prior to mobilization are automatically converted to the lower active duty rate(s) while in a mobilized status.</p> <p>Reservists not enrolled in TRICARE Dental prior to mobilization may enroll their family while on active duty. Upon demobilization:</p> <p>(1) the family will be automatically converted to the higher reserve rate; and (2) the reservist has the opportunity to enroll in TRICARE Dental for him/herself.</p>	Member continues prior level of TRICARE Dental Program coverage.	Section 6-C, reference (a) United Concordia Web Site @ http://www.ucci.com/ or United Concordia Customer Service @ 1-800-866-8499

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Chapter 11
RESERVE MOBILIZATION

Title 10 Reserve Mobilization Pay and Allowance Matrix											
	Paid To		Input Via		Trans Code	Eligibility &/or Rate Based Upon					Note(s)
						Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale	Nature of Orders
Entitlement	All	Some	SDA-II	Direct Access							
Basic Pay	X		X		L68C	X	X				Key Longevity Date is Pay Base Date (LES Block 5)
Basic Allowance for Subsistence	X		X		P607	X		X			Off = \$167.20; Enl = \$242.81; Reg = \$262.50; Disc = \$7.00 day
Basic Allowance for Housing	X		X		P606	X		X		X	Not pd if OHA paid. Special Mbr to Mbr. www.dtic.mil/perdiem/
INCONUS Cost of Living Allowance		X	X		P607	X	X	X		X	Special mbr to mbr rules. www.dtic.mil/perdiem
Overseas Housing Allowance		X	X		P609	X		X		X	ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
OUTCONUS Cost of Living Allowance		X	X		P607	X	X	X		X	ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
Family Separation Allowance		X		X	L6BA			X	X	X	Away from depts TDY or afloat for > 30 Days. \$100 per month
Family Supplemental Subsistence Allow		X			Web			X			Income qualifies for food stamps. www.dmdc.osd.mil/fssa/
Enlisted Clothing Maintenance Allow	X		X		L68C	X	X				BMA < 3 Yrs = \$17.91M; \$21.50F SMA => 3 yrs = \$25.59M; \$30.71F
Enlisted Clothing Issue to IRR/Retired		X			Paper	X					Recalled IRR & retired mbrs are auth issuance on CG-3019(A)
Additional Officer Uniform Allowance		X		X	L66B	X					\$200 each acdu > 90 DAYS. Not payable > once within 2 years
Hardship Duty Pay for Location		X		X	P607				X		\$50-\$150. www.uscg.mil/hq/g-w/g-wp/g-wpm-2/

Chapter 11
RESERVE MOBILIZATION

	Paid To	Input Via		Eligibility &/or Rate Based Upon						Nature of Orders	Note(s)
		SDA-II	Direct Access	Trans Code	Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale	Home Locale	
Entitlement	All/Some										
Career Sea Pay	X		X	P607	X	X		X			\$20-\$610. Payable at Level 1 rate only as temp assignment unless operating in-theater, then Level 3 rate
Diving Duty Pay	X		X	P607	X						\$150-\$240. www.uscg.mil/hq/g-w/g-wp/g-wpm-2
Imminent Danger Pay	X		X	P607					X		\$150. Assigned (including TDY) to 1 of 45 qualify areas.
Board Certified Pay Physician Assts	X			Fax		X					\$166-416 per month. For PYAs certified by (G-WKH)
Combat Tax Exclusion	X		X	P607					X		Assigned (including TDY) to 1 of 6 qualifying areas.
Special Duty Assignment Pay	X		X	P607	X			X			\$55-\$220. See ALCOAST 408/02
Crew & Non-Crew HDIP Flight Pay	X		X	P607	X			X			\$150-\$250. Crew or non-crew mbr or tech observer military aircraft
Flight Deck Hazardous Duty Pay	X		X	P607				X			\$150. On ship launching, recovering, refueling aircraft.
Leave Accrual & Lump Sum Leave	X	X		L63 L68C							Earn 2.5 days per month. Can sell leave > 60 days in career.
Servicemembers' Group Life Insurance	X		X	P809			X				\$250K/\$100K/\$10K automatic coverage unless decline.
Thrift Savings Plan	X			Fax							60 days to enroll or change election if called to acdu > 30 days
TRICARE Dental Program	X			On-Line Paper							See enrollment rules at www.ucci.com
Savings Deposit Program	X			Fax					X		\$10,000@10% interest. Only 6 qual'g areas. Must withdraw.

Travel Entitlements When Mobilized

Introduction Members mobilized on active duty are entitled to temporary duty (TDY) travel entitlements. When not provided with government/ contracted berthing and messing, the member is entitled to lodging plus per diem (meals and incidental expenses, M&IE). Mobilized members are not entitled to permanent change of station (PCS) entitlements.

***Note:** It is Coast Guard policy that mobilized members shall be provided Government or contracted berthing and messing to the maximum extent possible.*

References (a) Joint Federal Travel Regulations, Volume 1 online at:
<http://www.dtic.mil/perdiem/>
Lodging Plus Per Diem rates online at
<http://www.dtic.mil/perdiem/pdrates.html>
(b) ALCOAST 544/02

Important Rules, Which Prohibit the Payment of Per Diem Payment of per diem is not authorized when the member:

1. Commutes between his/her home and his/her duty station, even if the residence lies outside the local reasonable commuting distance.
2. Is on leave.

Travel Entitlements When Mobilized

Summary The table below summarizes the travel entitlements of mobilized members:

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Mileage	Authorized reimbursement for one round trip from residence to/from TDY site <u>unless</u> the residence and TDY site are in the same city/town corporate limits.	Current local mileage rate not to exceed the cost of Government-procured transportation.	Para U7150, reference (a)
Lodging, Meals, And Incidental Expenses (M&IE)	Only authorized if: (1) <u>not</u> provided government quarters; <u>and</u> (2) <u>not</u> assigned to a career sea pay eligible vessel; <u>and</u> (3) member does not commute between home and duty station. Notes: (1) If government quarters are not available, by regulation, government messing is considered not available. (2) If mobilized on TDY orders to another location, and required to procure and maintain quarters at both locations, the member may be entitled to dual lodging. The orders must specifically authorize dual lodging and state the location and period of time.	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	Para U7150, reference (a)

Continued on next page

Travel Entitlements When Mobilized, Continued

Summary (cont'd)

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Lodging, Meals, And Incidental Expenses (M&IE)	Notes: (Continued) (3) M&IE is payable for whole days except for the departure and return day, which are payable at 75% of the appropriate M&IE rate.	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	
On Base & Proportional Per Diem	At an INCONUS military installation with quarters and messing (all 3 meals) -- Government Base M&IE. At a location with berthing but only one or two meals are available -- Proportional Per Diem. Note: Travel claims for proportional per diem must be submitted manually to HRSIC (TVL). They cannot be processed through the UTS system.		Para U4125, reference (a) Para U4125, reference (a)

Continued on next page

Travel Entitlements When Mobilized, Continued

**Special Rules
When Lodging
Is Obtained On
a Monthly
Basis**

Mobilized members, who obtain lodging on a monthly basis and take short periods of leave, may be reimbursed the monthly lodging charge. However, per reference (b), they are not entitled to meals and incidental expenses (M&IE) on leave days. The monthly lodging reimbursement (including utilities and maintenance) may not exceed the daily lodging per diem for the total days of per diem.

Examples:

- (1) The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 5 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (25 days) into the monthly lodging cost of \$1,200 to arrive at \$48 per day. Since \$48 is below the maximum daily limit (of \$50), the member would be reimbursed the full monthly \$1,200 lodging cost.
- (2) The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 10 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (20 days) into the monthly lodging cost of \$1,200 to arrive at \$60 per day. Since \$60 exceeds the maximum daily limit (of \$50), the member would only be reimbursed \$1,000 (\$50 times 20 entitled days).

In both of the above examples, the member is NOT entitled to M&IE on leave days. Leave must be indicated on the travel claim even if monthly calculation for lodging is used.

Other Entitlements When Mobilized

Introduction Mobilized members have other entitlements and benefits in addition to pay and travel.

References

- (a) Joint Federal Travel Regulations, Volume 1 – available on-line at:
<http://www.dtic.mil/perdiem/>
- (b) DoD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals available online at
<http://www.dtic.mil/whs/directives/corres/pdf/i100013p.pdf>
- (c) Coast Guard Medical Manual, COMDTINST M6000.1B (series)
- (d) Coast Guard Pay Manual, COMDTINST M7220.29 (series) available on-line at:
<http://www.uscg.mil/hq/g-w/g-wp/g-wpm/manuals.htm>
- (e) Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (Series) available on-line at <http://www.uscg.mil/hq/reserve/pubs/rpm.pdf>
- (f) ALCOAST 307/02
- (g) ALCOAST 153/03

Summary The table below summarizes other entitlements:

Entitlement	Summary	Reference
Transportation	Members recalled under 10 U.S.C. 12302 are entitled special temporary household goods storage, including privately owned vehicles (POVs). Authority must be requested from Commandant (G-WPM-2). Members without dependents that are authorized special storage of household goods (but no POV) lose entitlement to BAH-I.	Para U4470-B and U5466-A.2, reference (a)
Identification Card (ID Card)	Members recalled to active duty for more than 30 days are entitled to an active duty ID card. Members and their eligible dependents are afforded full commissary, exchange, and MWR privileges.	Reference (b)
Civilian Reemployment	Detailed in the following web sites: <ul style="list-style-type: none">•http://www.uscg.mil/hq/reserve/recall/recall.htm•http://www.esgr.org/	

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Other Entitlements When Mobilized, Continued

Summary (cont'd)

Entitlement	Summary	Reference
Legal Readiness	<p>Members who are a substantial distance from home might consider executing a Power of Attorney to give another individual the right to act on the member's behalf. A Special Deployment Power of Attorney is recommended over a General Power of Attorney.</p> <p>Members should ensure they have an up to date will for distribution of assets and care of dependents in the event of death.</p> <p>Members may want to set up a Living Will or Advanced Health Care Directive to advise the medical profession on the level of life support to be provided in the event the member is terminally ill. These documents can also identify individuals who may make health care decisions for a member, and provide direction to medical professionals about a member's willingness to donate organs.</p>	<p>Consult local Legal Assistance Office, or see the HQ Reserve Web site @ http://www.uscg.mil/hq/reserve/Recall/Recall.htm</p>
Medical / Dental	<p>Members recalled for more than 30 days to support a contingency operation are authorized medical and dental benefits while on active duty. Dependents of members on active duty for 31-179 days are entitled to: (a) TRICARE Standard; (b) TRICARE Extra; (c) space-available treatment in military medical treatment and (d) are eligible to apply for enrollment in TRICARE Prime as well.</p> <p>Demobilized members are entitled to transitional health-care benefits based on their total active military service:</p> <ul style="list-style-type: none">• Members with less than six years of service (and dependents) are eligible for 60 days of medical coverage under the TRICARE Transitional Health Care Demonstration Project.• Members with more than six years active duty are entitled to 120 days of coverage for themselves and their dependents. <p>Visit this web site for more TRICARE information specific to reserve mobilization: http://www.tricare.osd.mil/reserve/</p> <p>Members who incur a disability while on active duty shall follow procedures outlined in reference (e).</p>	<p>Reference (c) Section 12-Q, Ref (d)</p> <p>Ref (g) Section 7-E, Ref (e) Ref (f)</p>

Mobilization Checklist

Introduction This checklist provides a listing of tasks to be completed by the member's unit or units (both the regularly assigned unit and the unit the member is reporting to) required when a reservist is mobilized on active duty.

Unit Checklist

Step	Action	Date
1	Send letter to member's employer concerning mobilization status (see sample on page 11-24).	
2	Counsel member to ensure legal documents are up to date (will, power of attorney, and legal support documents). See previous page.	
3	Ensure member has enough obligated service.	
4	Ensure member's dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation.	
5	Ensure member and his/her dependent/s are issued active duty ID card/s. If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602).	
6	Advise member to update mailing/e-mail address and direct deposit information in Direct Access if they are changing. If member does not have access to the CG intranet, supply address and direct deposit information to PERSRU for data entry into Direct Access.	
7	Advise member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the PERSRU to avoid potential overpayments/underpayments.	
8	Upon reporting to the mobilization site, ensure member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Ensure endorsed orders are forwarded to PERSRU.	
9	If the member is assigned outside his/her state of legal residence, and that state does not tax military pay while assigned outside the state (i.e., applies to residents of AZ, CA, CT, ID, MN, MO, MT, NJ, NY, OR, PA, VT, PR), advise the member that he/she may submit a state tax withholding form to claim exemption from state tax withholding.	
10	Ensure member completes travel claim. Administratively review & approve the travel claim and forward to HRSIC (TVL).	

Continued on next page

Mobilization Checklist, Continued

Unit Checklist (cont'd)

Step	Action	Date
11	Conduct appropriate security briefing. (i.e. Vehicle/Access Passes and Information/Clearances)	
12	Ensure member has physical exam if he/she has not had a physical within the past 5 years (within past 12 months if over age 50).	
13	Ensure member verifies dependents and beneficiaries on Form CG-4170A (BAH/Dependency/Emergency Data Information). Update Form CG-4170A if dependency/emergency contact information is out-of-date. Forward Form CG-4170A to PERSRU.	
14	Counsel member concerning SGLI benefits during mobilization (as detailed on page 11-12). If member has spouse, have member complete Form SGLV-8286A (Spouse SGLI Election). Ensure member reviews Form SGLV-8286 (Member SGLI Election) to verify that beneficiaries are correct; have member complete new SGLV-8286 if maximum Member SGLI coverage is not desired. Forward updated/new Forms SGLV-8286 and SGLV-8286A to PERSRU.	
15	Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, Special Needs Program).	
16	Counsel member concerning financial responsibilities. Advise member that if he/she has child support garnishments being deducted from his/her civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member's military pay under the Treasury Offset Program.	
17	Member affirms that he/she is not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation he/she has received on days in which they received military pay.	

Continued on next page

Mobilization Checklist, Continued

SAMPLE LETTER

TO BE SENT TO EMPLOYER OF MOBILIZED RESERVIST

Dear Sir or Madam:

I am writing this letter to thank the Employer for its past support of Member's Full Name's participation as a valued member of U.S. Coast Guard Unit – Long Title. It is only with positive support from our reserve members' families and employers that the United States military services are able to protect the national interests of our country.

At this time I need to advise you that – due to recent events – member has been involuntarily called to active duty with our unit under Title 10/14 of the United States Code. As a Yeoman Second Class at unit, he/she will be deployed either within the United States or overseas as directed by proper authority. The orders are for a period of ### days, but it is impossible to tell at this time if they might be shortened or lengthened.

I am enclosing some information from the Employer Support of the Guard and Reserve (ESGR) that might answer questions that you have concerning your rights and the employee's rights under the law, and provide some resources to answer others. I'd also like you to feel comfortable in contacting me personally, at Phone Number / E-mail address, should you still have questions or concerns.

Once again, my personal thanks for the part your organization is playing in helping to keep America strong.

Sincerely,

Commanding Officer

PERSRU Mobilization Procedures

Introduction The following checklists provide listings of the transactions to be completed by the servicing PERSRU when a reservist is mobilized.

Title 10 Checklist Utilize this checklist when processing Title 10 mobilizations.

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required	Divide Active Duty counter on JUMPS fixed data page 3 by 365 for number of Active Duty years served. If the member has 16 or more years, special authorization from G-CCS is required.	ALCOAST 430/01
Required	Departing Endorsement on Orders (L68C). Be sure the transaction shows: <ul style="list-style-type: none">• Duty Type Code = 1 (permanent duty)• Nature of Duty Type Code = R (reserve active duty)• Unit = OPFAC of permanent / Home Unit• Cost Center Code = XXXXX (Code Issued for Contingency Operation)• ACDU Number of Days Ordered (Element Code 77) = number of days member is ordered to active duty (or the number of days up to the member's expected loss date if that date is sooner)• Reserve Duty Type Code (Element Code 76) = N (Invol AD, Title 10)• Reserve Training/Pay Status Code (Element Code 78) ?=Member's current Training/Pay Status Code	Section 3-C, SDA-II User Manual
Required	Reporting Endorsement on Orders (L68C). Be sure the transaction shows: <ul style="list-style-type: none">• Effective Time = <u>at least 5 minutes later</u> than the Departing Endorsement on Orders• Duty Type Code = 1 (permanent duty)• Nature of Duty Type Code = R (reserve active duty)• Unit = OPFAC of permanent / Home Unit• Cost Center Code = XXXXX (Code Issued for Contingency Operation).	Section 4-C, SDA-II User Manual
Required if principal residence is INCONUS	Change BAH (P606). Be sure the transaction shows: BAH Zip Code = zip code of principal place of residence as prescribed on page 11-8 of this chapter.	Section 2-A-115 SDA-II User Manual
Required if principal residence is INCONUS	Start INCONUS COLA (P607). Be sure the transaction shows: <ul style="list-style-type: none">• INCONUS COLA Zip Code = zip code of member's principal place of residence as prescribed on page 11-8 of this chapter.	Section 2-A-148 SDA-II User Manual

Continued on next page

PERSRU Mobilization Procedures, Continued

Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required if member is enlisted	Start Subsistence Allowance (P607). Be sure the transaction starts the appropriate subsistence prescribed on page 11-7 of this chapter.	ALPERSRU D/02
Optional	FSA-T or FSA-S (L6BA). Submit <u>only</u> if a member with dependents meets requirements prescribed on page 11-9 of this chapter.	ALPERSRU V/02
Optional	Start OHA (P609). Submit <u>only</u> if ordered to active duty from OUTCONUS residence. Be sure the transaction starts OHA based on the location of the primary residence.	Section 2-A-183 SDA-II User Manual
Optional	Start OUTCONUS COLA (P607). Submit <u>only</u> if ordered to active duty from OUTCONUS residence.	Section 2-A-148 SDA-II User Manual
Optional	Enlisted Uniform Issue for Members Recalled From IRR or Retired Reserve. Fax Form CG-3019 or CG-3019A, with a copy of the mobilization orders, to COMDT (G-WTR) at 202-267-4243.	ALCOAST 418/01
Optional	Additional Reserve Officer Uniform Allowance (L66B). Submit <u>only</u> if the officer meets requirements prescribed on page 11-10 of this chapter.	ALPERSRU Y/02
Optional	Start Hardship Duty Pay – Location (P607). Start Career Sea Pay (P607) Start Diving Duty Pay (P607). Start Imminent Danger Pay (P607). Start Combat Tax Exclusion (P607). Start Special Duty Assignment Pay (P607). Start Crew/Non-crew Flight Pay (P607) Start Flight Deck Hazardous Duty Incentive Pay (P607). Submit <u>only</u> if member meets the requirements prescribed on pages 11-10 and 11-11 of this chapter.	ALPERSRUs V/02, Y/02, D03 and F/03
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to HRSIC (MAS).	Page 7-B-8, PPPM
Optional	Board Certified Pay for Physician Assistants. If meets the requirements prescribed on page 11-10 of this chapter, fax copy of orders to HRSIC (MAS) at 785-339-3760.	Para 4.J.2, CG PAYMAN
Optional	Thrift Savings Plan. Fax Form TSP-U-1 to HRSIC (MAS) at 785-339-3760.	Section 8-C, PPPM
Optional	TRICARE Dental Program. Enrollment changes are made directly through United Concordia, the TRICARE dental contractor.	Section 5-B-4, PPPM

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PERSRU Mobilization Procedures, Continued

Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Optional	Servicemembers' Group Life Insurance (P809). Members will be insured for the maximum \$250,000 SGLI coverage during mobilization status unless an election for lesser coverage is submitted. If a member does not want maximum SGLI coverage, a P809 is required to be submitted to show whether the member desires maximum, reduced, or no SGLI coverage while in a mobilization status. Required for Retired Recall.	ALPERSRUs X/01 and AD/01
Optional	Spouse SGLI (P809). Spouses will be insured for the maximum \$100,000 Spouse SGLI coverage during mobilization status unless an election for lesser coverage is submitted. If a member has a spouse, and does <u>not</u> want maximum \$100,000 Spouse SGLI coverage, a P809 is required to be submitted to show whether the member desires maximum, reduced, or no Spouse SGLI coverage while in a mobilization status. Required for Retired Recall if has Spouse.	ALPERSRUs X/01, Y01, and AD/01
Optional	Direct Deposit Account Change (L6GA), if applicable, and member unable to enter such change in Direct Access through the self-service application. Required for Retire Recall.	ALPERSRU X/01
Optional	Mailing Address Change (L6EA), if applicable, and member unable to enter such change in Direct Access through the self-service application. Required for Retire Recall.	ALPERSRU X/01
Optional Retired Recall Required	State Tax Change (L6EA), if the member is assigned to duty outside his/her state of legal residence and requests that state tax withholding be stopped because his/her state does not tax military pay while stationed outside the state.	ALPERSRU X/01
Optional	Change in Dependency/Emergency Data (L64A) if there is a change in dependents or beneficiaries. Required for Retire Recall	ALPERSRU X/01

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PERSRU Mobilization Procedures, Continued

Title 14 Checklist Utilize this checklist when processing Title 14 mobilizations.

Checklist For Title 14 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required at beginning of mobilization	Depart/Report ADT (R990). Be sure the transaction shows: <ul style="list-style-type: none"> • Effective Date and Time = constructive date & time member departed home in compliance with orders • Duty Type = U (Invol AD, Title 14) • Pay and Allowances Code = Y (with pay & allowances) • Departed Duty Station = constructive date & time member will return home • BAH-II and BAS Codes per pages 11-7 and 11-8 of this chapter. 	Section 2-B-33, SDA-II User Manual
Optional	If member is ordered to active duty from an OUTCONUS residence and entitled to OUTCONUS COLA, two transactions shall be submitted: <ul style="list-style-type: none"> • Start OUTCONUS COLA (P607) transaction at beginning of active duty period. • Stop OUTCONUS COLA (P625) transaction at end of active duty period. 	Sections 2-A-183 and 2-A-191, SDA-II User Manual
Optional	If member meets the requirements prescribed on Pages 11-10 and 11-11 of this chapter, the below pay entitlements shall be started via a P607 start transaction at the beginning of the active duty period, and stopped via a P625 transaction at the end of the active duty period. <ul style="list-style-type: none"> • Career Sea Pay (started/stopped in Direct Access if member is/was in-theater) • Diving Duty Pay • Imminent Danger Pay • Combat Tax Exclusion • Special Duty Assignment Pay • Crew/Non-crew Flight Pay • Flight Deck Hazardous Duty Incentive Pay 	ALPERSRUS V/02, Y/02, D03 and F/03
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to HRSIC (MAS).	Page 7-B-8, PPPM
Optional	Board Certified Pay for Physician Assistants. If member meets the requirements prescribed on page 11-10 of this chapter, fax copy of orders to HRSIC (MAS) at 785-339-3760.	Para 4.J.2, CG Pay Manual
Optional	Change in Dependency/Emergency Data (L64A) if the member has a change in dependents or beneficiaries.	ALPERSRU X/01

Recall of Retired Members

Introduction During a mobilization, reserve retirees may be called to active duty. This includes both retired with pay (RET-1) and retired awaiting pay at age 60 (RET-2). The process/procedures for mobilizing recalled reserve retirees are described below

Process This is the process for recalling a reserve retiree.

Stage	Who does it	What Happens
1	CG Personnel Command (rpm) / (opm) / (epm)	Issues recall from retirement orders. Coordinates travel needs with the recalled member.
2	Member	Reports for mobilization duty. Prepares travel claim.
3	Unit	Reports member aboard for mobilization. Arranges for member to be issued active duty ID card and Dependent Application. If reaches 60 prior to end of orders submit Age Waiver Request to COMDT (G-WTR-1) as soon as possible.
4	PERSRU	Prepares Direct Access and SDA-II transactions to record the recall from retirement.
5	HRSIC (RAS)	If retired with pay (RET-1), stops retired pay. If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status.
6	Reservist Member	Enters mailing address, emergency contact and direct deposit information in Direct Access. [If access to the CG intranet is unavailable, requests that PERSRU input.]
7	HRSIC (TVL)	Processes travel claims and requests for travel advances.
8	PERSRU / HRSIC (MAS) / (RAS)	Maintains pay and leave accounts during mobilization.
9	Unit	Ensures member is physically qualified for demobilization.
10	Reservist Member	Notifies Unit and PERSRU of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist).
11	PERSRU	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist).
12	PERSRU	Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit.

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Recall of Retired Members, Continued

Process (cont'd)

Stage	Who does it	What Happens
13	Unit	Delivers demobilization documents (DD-214 and instructions to file travel claim). Notifies PERSRU if uncollected CG Mutual Assistance loan(s) need to be collected from final active duty pay.
14	PERSRU	Prepares Direct Access and SDA-II transactions to record release from active duty (RELAD). E-mails HRSIC-RAS and HRSIC-MAS notifying completion of recall, including effective date of last day of active service.
15	HRSIC (SES)	Processes final active duty payment. Collects CG Mutual Assistance debts if requested.
16	HRSIC (RAS)	If retired with pay (RET-1) or reached 60 th birthday during mobilization, starts/restarts retired pay. If retired awaiting pay at age 60 (RET-2), prepare transactions to transfer back to RET-2 status.

Continued on next page

Recall of Retired Members, Continued

Mobilization Checklist The unit shall follow the mobilization checklist on page 11-20 of this chapter.

PERSRU Procedures The PERSRU shall prepare the following transactions to record recall of a retired reserve under Title 10:

Checklist For Title 10 Mobilization Of Recalled Retiree		
Required/ Optional	Transaction / Input	Reference
Required	Initial Active Duty Information (L65A). Be sure the transaction shows: <ul style="list-style-type: none">• Duty Type Code = 9 (Recalled Retiree Reserve)	Sections 7-D & 7-E, SDA-II User Manual
Required	Initial Reporting Endorsement on Orders (L68C). Be sure the transaction shows: <ul style="list-style-type: none">• Duty Type Code = 1 (permanent duty)• Cost Center Code = XXXXX (Code Issued for Contingency Operation)• Prior Service Indicator (Element Code 41) = 3 (Prior Service Substantiated by DD-214)• Nature of Duty Code = 1 (Duty)	Sections 7-D & 7-E, SDA-II User Manual
Required	Report Miscellaneous Events (R900). Use element code 02 to set the member's Anniversary Date.	Section 2-B-12, SDA-II User Manual
Required	Send an E-Mail to HRSIC-MAS and HRSIC-RAS providing: <ul style="list-style-type: none">• Name, Rank, and SSN of recalled retiree• Effective date and period of recall• TONO under which the recall is being effected• Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall.	Sections 3-A-4 and 3-A-5, HRSIC Personnel & Pay Procedures Manual
The PERSRU shall also prepare the transactions prescribed on pages 11-25 thru 11-27 of this chapter, with the following exceptions: (1) The first two transactions on page 11-25 (Endorsements on Orders) shall <u>not</u> be prepared. (2) The last six transactions on page 11-27 are required transactions for a recalled retiree.		

Continued on next page

Recall of Retired Members, Continued

**PERSRU
Procedures
(cont'd)**

The PERSRU shall take the following action upon receiving notification that a retired reserve has been recalled under Title 14:

Checklist for Title 14 Recall Of Recalled Retiree		
Required/ Optional	Transaction/Input	Reference
Required	Send an E-Mail to HRSIC-MAS and HRSIC-RAS providing: <ul style="list-style-type: none">• Name, Rank, and SSN of recalled retiree• Effective date and period of recall• TONO under which the recall is being effected• Reference the letter/message from CGPC (rpm)/ (opm)/(epm)/ which authorizes the recall.	Sections 3-A-4 and 3-A-5, PPPM
HRSIC (CST) / (RAS) will process pay for members recalled from retirement for short-term periods under Title 14.		

Travel Claims During Mobilization Status

Introduction	Members submit travel claims to be reimbursed for travel, lodging, meals, and incidental expenses.
Reference	(a) The Travel Claim Quick Reference Guide, available on-line at http://www.uscg.mil/hq/hrsic/ , provides assistance in preparing travel claims.
Methods for Submitting Travel Claims	<p>Travel claims may be submitted by 2 methods:</p> <ul style="list-style-type: none">• Unit Travel System (UTS) – the preferred method.• Hardcopy DD Form 1351-2.
Supporting Documentation	<p>Travel claims shall be supported by the documentation listed below:</p> <ul style="list-style-type: none">• Original itemized receipt for lodging expenses• Original receipts for transportation expenses (airline, rental car, etc.)• Any original receipts for reimbursable expenses required by the Joint Federal Travel Regulations (JFTR) – Volume 1 – generally, any expense that is \$75.00 or more. <p>On UTS claims, this documentation shall be provided to the approving official; for manually submitted claims, this documentation shall be sent to HRSIC (TVL) with DD Form 1351-2.</p>
Recording of Leave Taken	<p>Members are <u>NOT ENTITLED</u> to Lodging Plus Per Diem (lodging, meals, and incidentals) on any day classified as leave. The only exception is a member who obtains lodging on a monthly basis may be reimbursed lodging expenses as described on page 11-19 of this chapter. Members shall indicate all leave days used on the TDY travel claim. The leave shall be indicated as follows:</p> <ul style="list-style-type: none">• In UTS, on the Itinerary and Exceptions-To-Daily-Expense screens. See sample on pages 11-35 thru 11-37.• On DD Form 1351-2, in Block 29 (Remarks) on page 2. <p><i>Note: Do <u>not</u> start or end a UTS claim in a leave status.</i></p>

Continued on next page

Travel Claims During Mobilization Status, Continued

Sample UTS Travel Claim – Leave Taken

PRIVACY ACT STATEMENT	
AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.	
PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.	
ROUTINE USE(S): To substantiate claims for reimbursement for official travel.	
DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.	
PENALTY STATEMENT	
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729).	
INSTRUCTIONS	
ITEM 1 - PAYMENT Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your pre-designated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your pre-designated account. Should you elect to send more dollars than you are entitled, all of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.	ITEM 15. ITINERARY - SYMBOLS 15c. MEANS/MODE OF TRAVEL (Use two letters) GTR/TKT - T Automobile - A Government Transportation - G Motorcycle - M Commercial Transportation - C Bus - B (Own Expense) - C Plane - P Privately Owned - R Rail - R Convenience (POC) - P Vessel - V Alaska Ferry System - AF Change Status - CS
USCG TRAVEL PAYMENT STATUS AND DEBT/OVERPAYMENT COLLECTION - When Industrial Site accounting used - contact the accounting office that funded travel. - For all others - contact the CG Finance Center at 1-800-564-5504 and follow the prompts. For personal assistance and instructions for repayments or rescheduling of travel debts call (757) 523-6940. A Due Process debt notification letter with instructions will be sent to you. - If no payment status is indicated call HRSIC Travel at 1-888-USCG-TVL.	15d. REASON FOR STOP Authorized Delay - AD Change of Home Port - HP Awaiting Transportation - AT Leave En Route - LV Continuous OS Travel - CT Mission Complete - MC Designated Location - DL Pick Up Passengers - PP Drop Off Passengers - DP Pick Up Vehicle - PV Drop Off Vehicle - DV Sick Leave - SL Enroute Stop Over - ES Temporary Duty - TD House Hunting - HH Voluntary Return - VR
REQUIRED ATTACHMENTS FOR TRAVEL VOUCHER AUDIT SUBMISSIONS Claims will be audited based on a random sampling plan or because the net entitlement of the travel equaled or exceeded \$2,500.00. Assemble your claim as follows: 1. (Top) Travel Voucher, Continuation Page, and Daily Expense Record, DOD or UTS record. 2. Original of all travel orders and amendments, as applicable. 3. Dependent and/or other family member travel authorizations or claim documentation. 4. Required Receipts: Hotel/motel receipts and any item of expense claimed in the amount of \$75.00 or more. (Ticketless Travel records require a method of purchase statement). When directed, submit the above in an envelope addressed to HRSIC (TVL) marked "Audit".	15e. LODGING COST UTS requires the entry of the per-day (daily) cost of Lodging. Place and claim INCONUS lodging taxes in the reimbursable expense section.
29. REMARKS EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN Receipts Required: HOTEL RECEIPT(S) FOR TOPEKA ; KANSAS	ITEM 19 - DEDUCTIBLE MEALS Use the UTS "Exception" button to enter deductible meals. Meals consumed by a member when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4354-B for definition and deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

UTS GENERATED FORM 1351-2 (BACK), AUG 1997

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample UTS Travel Claim – Leave Taken

TRAVEL VOUCHER OR SUBVOUCHER										PAGE 3 OF 3 PAGES		
(Daily Expenses)												
4. NAME (Last, First, Middle Initial)												
PERFORMANCE, STELLA R												
Date	Day Type	Daily Lodging	Computed Meal Types			Claimed Meal Types			Actual Expenses Claimed			
			Br	Lu	Dn	Br	Lu	Dn	Br	Lu	Dn	Inc
11/01/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/02/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/03/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/04/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/05/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/06/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/07/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/08/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/09/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/10/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/11/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/12/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/13/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/14/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/15/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/16/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/17/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/18/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/19/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/20/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/21/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/22/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/23/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/24/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/25/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/26/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/27/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/28/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/29/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/30/2002	LDP	0.00	CM	CM	CM	CM	CM	CM				

Day Types
LDP = Lodging Plus, OB = OnBoard Ship, FD = Field Duty, SD = Sea Duty, LV = Leave, AE = Actual Expense, AELP = Actual Expense/Meals LDP
GRP = Group Travel, FLT = Flat Per Diem, RED = Reduced Per Diem, AF = Alaskan Ferry, NP = No Per Diem, SAE = 300 % AE, SAELP = 300 % AELP

Continued on next page

Travel Claims During Mobilization Status, Continued

Liquidation of Advance Funds

Advances are to be claimed for the same travel period as they are received.

Advance funds are recorded on the travel claim in the block entitled “Previous Government Payments/Advances” (Block 9 in UTS; block 10 for manual claims).

ONLY electronic deposit advances (HRSIC processed), or advances made in the form of traveler’s checks are to be reported on the travel claim. DO NOT report prior settlement payments or cash advances from credit cards.

If an advance of funds has been requested/processed through UTS for a specific TONO, it is already posted. DO NOT place this advance on a UTS settlement as the UTS system automatically applies this to the settlement and deducts from total reimbursable entitlement(s).

Special Procedures For Long-Term Mobilization Status

For members on long-term mobilization orders, who are entitled to per diem, it is beneficial to file a travel claim every 30 days. For a travel claim to be properly processed each 30 days, it is necessary that the orders be designated as Document Type 13 (Blanket TDY Orders) and not Document Type 11 (Standard TDY Orders) and submitted as a new claim each time.

The first travel claim under blanket orders should be filled out normally, except the traveler should request the additional Reserve Continued Lodging and the 25% per diem for the last day of the claim in block 18 (reimbursable expenses). See sample on page 11-39.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures For
Long-Term
Mobilization
Status**

Subsequent claims under blanket orders should be completed as follows:

- On the first line of block 15b, enter: “Continuation of Recall” with the location of the TDY site.
- In block 18, claim reimbursement for the additional 25% per diem for the first and last day of the claim.

Example: Claim was from 4/04/01 through 05/04/01.
Reservist would claim reimbursement for the additional
25% per diem for 04/04/01 and 05/04/01.

See sample on page 11-40.

For the last claim filed under the blanket orders, on the first line of block 15b, enter: “Continuation of Recall”. In block 18, request reimbursement for the additional 25% per diem for the first day of this claim. See sample on page 11-41.

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample Travel Claim – (Claim 1) Long Term Mobilization
Status with split TONOs

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.							
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D				5. GRADE E7		6. SSN 123456789		b. SUBVOUCHER NUMBER			
7. ADDRESS a. NUMBER AND STREET 444 SE QUINCY ST				b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66683		c. PAID BY	
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234				9. TRAVEL ORDER NUMBER 1302XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE					
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) Yes <input type="checkbox"/> No <input type="checkbox"/> (Explain in Remarks)							
15. ITINERARY											
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		f. POC MILES	
1/01		DEP TOPEKA, KS (SHAWNEE)		CP							
1/01		ARR MANHATTAN, NY (COUNTY)		TD				120.00		70	
1/09		DEP		CA							
1/09		ARR BOSTON, MA (COUNTY)		MC							
1/14		DEP		CA							
1/14		ARR MANHATTAN, NY (COUNTY)		TD				120.00			
1/31		DEP		CP							
1/31		ARR CONTINUATION OF RECALL		MC							
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
e. SUMMARY OF PAYMENT											
(1) Per Diem											
(2) Actual Expense Allowance											
(3) Mileage											
(4) Dependent Travel											
(5) DLA											
(6) Reimbursable Expenses											
(7) Total											
(8) Less Advance											
(9) Amount Owed											
(10) Amount Due											
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL							
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS							
a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED					
1/09/02		25% PERDIEM		11.25		11.25					
1/14/02		25% PERDIEM		11.25		11.25					
1/31/02		25% PERDIEM		11.25		11.25					
1/31/02		LODGING TAX		396.00		396.00					
1/09-13		DUAL LODGING		600.00		600.00					
1/01/02		AIRFARE		375.00		375.00					
1/01/02		AIRFARE SVC FEE		35.00		35.00					
1/31/02		LAUNDRY (\$2/DAY)		62.00		62.00					
1/31/02		TONO-TONO LODGING		120.00		120.00					
20.a. CLAIMANT SIGNATURE				b. DATE		c. SUPERVISOR SIGNATURE				d. DATE	
21.a. APPROVING OFFICER SIGNATURE				b. DATE							
22. ACCOUNTING CLASSIFICATION This example is a manual claim of Beginning Recall, Mbr TAD is sent TAD under separate tono, dual lodging, and how to show continuation of recall. Mileage is for the trip to airport.											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)				28. AMOUNT PAID	

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1
MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample Travel Claim – (Claim 2) Long Term Mobilization Status with split TONOs

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.							
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER _____ b. SUBVOUCHER NUMBER _____			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D				5. GRADE E7		6. SSN 123456789		c. PAID BY			
7. ADDRESS. a. NUMBER AND STREET 444 SE QUINCY ST				b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66683			
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234		9. TRAVEL ORDER NUMBER 1102XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE							
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)							
15. ITINERARY											
a. DATE		b. PLACE		c. MEANS/		d. REASON		e. LODGING		f. POC	
		(Home, Office, Base, Activity, City and State; City and Country, etc.)		MODE OF TRAVEL		FOR STOP		COST		MILES	
1/10		DEP MANHATTAN, NY (COUNTY)		CA							
1/10		ARR BOSTON, MA (COUNTY) - TAD				TD		159.00			
1/13		DEP WITHIN TAD UNDER SEP TONO		CA							
1/13		ARR MANHATTAN, NY (COUNTY) -				MC					
		DEP CONT UNDER SEP TONO									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
		DEP									
		ARR									
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER										17. DURATION OF TDY TRAVEL	
18. REIMBURSABLE EXPENSES										12 HOURS OR LESS	
a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED					
1/10/02		25% PERDIEM		12.50		12.50					
1/13/02		25% PERDIEM		12.50		12.50					
1/13/02		LODGING TAX		69.96		69.96					
1/13/02		TONO-TONO LODGING		159.00		159.00		X		MORE THAN 24 HOURS	
1/13/02		RENTAL CAR		227.59		227.59					
1/13/02		RENTAL FUEL		27.00		27.00					
19. GOVERNMENT/DEDUCTIBLE MEALS										4. Dependent Travel	
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS					
20. a. CLAIMANT SIGNATURE b. DATE c. SUPERVISOR SIGNATURE d. DATE										5. DLA	
21. a. APPROVING OFFICER SIGNATURE b. DATE										6. Reimbursable Expenses	
22. ACCOUNTING CLASSIFICATION This is an example of a manual claim for the second TAD taken while in a TAD status under a separate Tono.										7. Total	
23. COLLECTION DATA										8. Less Advance	
24. COMPUTED BY 25. AUDITED BY 26. TRAVEL ORDER POSTED BY 27. RECEIVED (Payee Signature and Date or Check No.) 28. AMOUNT PAID										9. Amount Owed	
										10. Amount Due	

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1
MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

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Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample Travel Claim – (Claim 3) Long Term Mobilization
Status with split TONOs

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.											
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER							
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D				5. GRADE E7		6. SSN 123456789		b. SUBVOUCHER NUMBER							
7. ADDRESS a. NUMBER AND STREET 444 SE QUINCY ST				b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66683		c. PAID BY					
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234				9. TRAVEL ORDER NUMBER 1302XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE									
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)											
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) Yes <input type="checkbox"/> No <input type="checkbox"/> (Explain in Remarks)											
15. ITINERARY												d. COMPUTATIONS			
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		f. POC MILES					
2/01		DEP CONTINUATION OF RECALL		CP		TD		120.00							
2/10		ARR MANHATTAN, NY (COUNTY)		CP		LV									
2/10		ARR TOPEKA, KS (SHAWNEE)		CP		TD		120.00							
2/18		DEP MANHATTAN, NY (COUNTY)		CP		MC									
2/28		ARR TOPEKA, KS (SHAWNEE) END OF RECALL													
ARR															
DEP															
ARR															
DEP															
ARR															
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER												17. DURATION OF TDY TRAVEL		4. SUMMARY OF PAYMENT	
18. REIMBURSABLE EXPENSES												12 HOURS OR LESS		(1) Per Diem	
a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED		MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(2) Actual Expense Allowance					
2/01/02		25% PERDIEM		11.25		11.25		X MORE THAN 24 HOURS		(3) Mileage					
2/10/02		LODGING		120.00		120.00				(4) Dependent Travel					
2/28/02		LODGING TAX		250.80		250.80				(5) DLA					
2/28/02		AIRFARE		275.00		275.00				(6) Reimbursable Expenses					
2/28/02		AIRFARE SVC FEE		35.00		35.00				(7) Total					
2/28/02		LAUNDRY (\$2*21 DAYS)		42.00		42.00				(8) Less Advance					
19. GOVERNMENT/DEDUCTIBLE MEALS												(9) Amount Owed			
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS				(10) Amount Due					
20. a. CLAIMANT SIGNATURE				b. DATE		c. SUPERVISOR SIGNATURE				d. DATE					
21. a. APPROVING OFFICER SIGNATURE				b. DATE											
22. ACCOUNTING CLASSIFICATION Manual claim example showing cont of recall, how to annotate LV within claim, and end of recall. Mbr must show last day of work as 1st day of leave to be paid per diem for work day.															
23. COLLECTION DATA															
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)				28. AMOUNT PAID					

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1
MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures for
Overlapping
TDY Periods**

Mobilized members on temporary duty (TDY) may be issued a second set of TDY orders to another location. This results in overlapping TDY periods involving multiple TONO(s) and requires special procedures. Members with overlapping travel TONO's need to submit multiple travel claims.

Example:

A member has TDY orders for period 1/1/02 to 2/28/02 in New York City. The member has commercial lodging and messing.

The member is sent TDY to Boston from 1/10/02 to 1/13/02. The member is required to procure commercial lodging in Boston and maintain the lodging in New York City.

Upon completion of the Boston TDY period, the member returns to New York to complete the original TDY period.

This member will need to submit *3 separate travel claims* as detailed on the next page.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures for
Overlapping
TDY (cont'd)**

First Claim. The first claim will be submitted to cover the period 1/1/02 to 1/9/02. The claim should be submitted as Mission Complete (MC). The member needs to claim the additional 25 percent of M&IE for 1/9/02 as a Reimbursable item (under the Reimbursable Expenses Column in UTS, or in Block 18 of DD Form 1351).

Second Claim. The second claim will cover the TDY period to Boston and return trip to New York City. With the exception of the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2, this claim will be submitted as any other claim. In the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2, the member needs to claim the additional 25 percent M&IE for the first and last days of travel, in this case 1/10/02 and 1/13/02.

Third Claim. The third claim will be submitted for the period of TDY upon return to New York. The member will need to claim the additional 25 percent per diem for 1/14/02 in the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2. In addition, if the member is required to procure or maintain quarters at both locations, the member could be entitled to dual lodging. In this case, the member needs to claim the lodging costs for maintaining the New York quarters during the Boston TDY period as dual lodging in the Reimbursable Expenses Block in UTS, or Block 18 of DD Form 1351-2. The member's TDY orders to New York will have to be amended to authorize dual lodging. The amendment to authorize dual lodging must be location and date specific.

Monthly Verification Procedures

Introduction Mobilized members are required to review and validate their monthly Leave and Earnings Statement (LES). Units are required to validate a roster of mobilized members each month.

Validation of LES's Members have the responsibility to review their LES each month and report any discrepancies via the chain of command. The member must report any instance where:

- The LES shows a pay entitlement to which the member is not entitled (under pages 11-7 through 11-15 of this chapter).
- The member continues to be paid pay and allowances after being released from active duty.

Members who are overpaid pay and allowances will be required to repay such overpayments, plus interest. Any overpayments will be collected in lump sum from a member's final separation pay, and from future ADT or IDT earnings to which the member is entitled after release from active duty.

**Unit
Verification of
Mobilized
Reservists**

Units shall maintain a monthly roster of recalled members to ensure those members are timely removed from a mobilization status and not overpaid.

Units are sent a Unit Personnel Data Report from HRSIC monthly with their LES's. Units shall review this report to verify that demobilized members reflect as such on the report. Demobilized members should have a notation of RSV under the member's name. If RSV does not appear, this signifies that the member is still being paid as a mobilized member.

Units shall report discrepancies to their servicing PERSRU immediately.

Extension of Mobilization Orders

Introduction A mobilized member's orders may be extended by the ISC (pf).

Procedure If a member's orders are extended, the ISC (pf) shall notify the member and the servicing PERSRU.

The Servicing PERSRU shall record the extension in PMIS/JUMPS as follows:

If	Submit	Reference
Reservist is extended under Title 10 orders	Amend Reserve Expected Active Duty Termination Date (P191) transaction	Section 2-B-3, SDA-II User Manual
Reservist is released from Title 10 orders and <u>immediately</u> placed, under a different set of orders, on further active duty for a period of 140 days or greater	Report Additional Active Duty Authorized (P192) transaction. Be sure to show the <u>new</u> Reserve Duty Type Code in Element Code 76. Change BAH (P606) transaction. If the member will not be assigned government quarters, be sure the transaction shows a BAH Zip Code = zip code of the member's duty station locale (<u>not</u> the zip code of the member's principal place of residence). Change INCONUS COLA (P607) transaction. Be sure the transaction shows an INCONUS COLA Zip Code = zip code of the member's duty station locale (<u>not</u> the zip code of the member's principal place of residence).	Section 2-B-5, SDA-II User Manual Section 2-A-115, SDA-II User Manual Section 2-A-148, SDA-II User Manual
Reservist is released from Title 10 orders and <u>immediately</u> placed on active duty under a different set of orders for a period of less than 140 days	Follow the release from active duty procedures on page 11-52. Effective the date after release from active duty, prepare a Depart/Report ADT (R990) transaction to record the new period of active duty. Note: Since the new set of orders is for less than 140 days, the member will be entitled to BAH-II during these orders. The reservist continues to earn leave while on such further active duty, even if the follow-on active duty period is for less than 30 days. This is because the reservist has remained on consecutive active duty.	Section 2-B-33, SDA-II User Manual

The Demobilization Process

Introduction The demobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Release Site Per, [Chapter 6.C.1\(a\) of CG Manpower Mobilization Support Plan, COMDTINST M3061.1](#), recalled reservists shall be RELAD at the same site at which they were initially ordered to report. Exceptions may be granted on a '**case-by-case**' basis. ISC(pf)s shall be the approving level for these exceptions as requested by units.

If exceptions are approved, ISC(pf)s shall coordinate as required to **ensure** all actions are taken to have the mobilization unit/servicing PERSRU transfer member's "e-PDR" (D100 in SDA II) to the servicing PERSRU for the RELAD unit so all SDA steps are covered and RELAD/DD-214 occurs without problems.

Process This table describes the process.

When	Who does it	What Happens
Member is identified for demobilization	Mobilization Unit	Coordinates demobilization and transfer to unit from which the member was initially ordered to report (RELAD Unit) with ISC (pf) and PERSRU. <ul style="list-style-type: none">• Ensures member is physically qualified for demobilization.• Notifies PERSRU if the member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay. Coordinates repayment plan with CGMA headquarters if lump-sum deduction from member's final pay is not appropriate.
	Member	Completes Career Intentions Worksheet (CG HRSIC-2045) to denote desires concerning disposition of accrued leave. Forwards to Mobilization Unit Servicing PERSRU.
	Mobilization Unit (or servicing PERSRU if unit has limited administrative capabilities)	Records in Direct Access any medals/awards/competencies earned by the member while in a mobilization status.

Continued on next page

The Demobilization Process, Continued

Process (cont'd)

When	Who does it	What Happens
Upon receipt of Career Intentions Worksheet from member	PERSRU For Mobilization Unit	Inputs Statement of Intent in PeopleSoft. Note: Use Career Intentions Reason -- 'SELRES Deactivation'.
Member transfers to RELAD Unit		Forwards PERSRU PDR back to the PERSRU of the member's regularly assigned unit (RELAD Unit) and inputs SDA II D100 transaction.
At least 30 days prior to demobilization	Member	Updates mailing/e-mail address (and bank account information if changing) in Direct Access. [If access to the internet is unavailable, requests that PERSRU input mailing address/direct deposit information.]
At least 15 days prior to demobilization	PERSRU for RELAD Unit	Prepares, Personnel Data Information File (PDIF) and Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit for delivery to member.
Upon Receipt from PERSRU	Member, with assistance of Unit	Verifies information on PDIF (competencies, awards, etc.), and DD-214, notifies PERSRU of any discrepancies.
Date of release from active duty	RELAD Unit	Delivers the Certificate of Release or Discharge From Active Duty (DD-214) and instructions for filing the final travel claim to the member. Mails member's medical record back to member's regularly assigned unit.
Date of release from active duty	PERSRU for RELAD Unit	Transmits separation transactions as prescribed on pages 11-49 and 11-50.
Date of release from active duty	HRSIC (SES)	Processes final active duty payment to reservist. Collects CG Mutual Assistance debts if applicable.

Demobilization Checklist

Introduction This checklist provides a job aid to assist the unit in completing the necessary tasks required for separating a mobilized reservist from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

Checklist Action when releasing a reservist from active duty:

Step	Action	Date
1	Ensure member is physically qualified for release from active duty. A physical examination is required if one has not been done within the past 12 months. If one has been done within 12 months, a Health Screening Assessment (DD Form 2697) is required. Ensure all medical problems are documented in the member's health record, and that a line of duty determination is made if there is a medical problem. Ensure compliance with the Post-Deployment Health Assessment Program IAW ALCOAST 245/03	
2	Ensure member has notified PERSRU of desires concerning disposition of accrued leave via completion of a Career Intentions Worksheet (CG HRSIC-2045).	
3	Verify that member (and dependents) have the appropriate (reserve versus active duty) military ID card.	
4	Counsel member concerning transitional health-care benefits – see page 11-21 of this chapter. Ensure transitional health-care benefits are recorded in the DEERS database.	
5	Counsel member concerning civilian reemployment rights – see page 11-20 of this chapter.	
6	Counsel member that, if SGLI and/or Family SGLI coverage were automatically increased to the maximum upon mobilization, and the member does not desire continued maximum coverage after demobilization, the member must submit a new SGLV-8286 / 8286A to elect reduced Member / Spouse SGLI coverage. Forward completed SGLV form(s) to PERSRU for Direct-Access data entry.	
7	Ensure that any medals/awards, competencies and school completions earned by the member are recorded in Direct Access.	
8	If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602)	
9	Advise member to update mailing address and direct deposit information in Direct Access if they are changing. If member does not have access to the system, supply address and direct deposit information to PERSRU for data entry.	
10	Ensure member has instructions for filing final travel claim.	
11	Ensure member does not have pending UCMJ action.	
12	Conduct appropriate security debriefing. (i.e. Vehicle / Access Passes)	
13	Ensure that PERSRU is notified if member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay.	
14	Ensure supporting CDA/ESO provide all Reservists being RELAD with copy of CG Education Quick Reference Guide (http://www.uscg.mil/d7/d7dcmc/matrix.htm)	
15	Deliver DD-214 to member.	

Medical Readiness

Introduction	<p>There are two situations that may arise near the conclusion of a member's mobilization status:</p> <ol style="list-style-type: none">1. A member may be physically fit for military duty, but require further medical evaluation or treatment prior to release from active duty.2. A member may be found not physically qualified for separation or retention and not physically qualified for military duty.
Reference	<p>(a) Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (series), available on line at http://www.uscg.mil/hq/reserve/pubs/rpm.pdf</p> <p>(b) COMDT COGARD WASHINGTON DC//G-W// 221950Z MAY 03/ALCOST 245/03</p>
Post-Deployment Health Assessment	<p>Per reference (b), all reservists called to active duty for 30 days or longer in support of any CG operation will have Post-Deployment Health Assessment (PDHA) accomplished at the time of redeployment/RELAD. Directed requirements contained in the PDHA program include:</p> <ol style="list-style-type: none">A. Completion of the four-page, revised DD form 2796 Post-Deployment Questionnaire.B. A face-to-face health assessment with a trained health care provider.C. A blood sample from all redeploying personnel.D. A quality assurance program to ensure compliance.
Process	<p>A member on active duty orders of 31 days or more who incurs or aggravates an injury, illness or disease in the line of duty shall not be released from active duty without his or her consent. He or she shall be extended on active duty pending resolution of a medical condition or pending completion of the physical evaluation board process.</p> <p>Members who consent to be retained on active duty shall be continued under their original Title 10 orders. If the member's Title 10 orders are due to expire, the PERSRU shall extend such orders by preparing an Amend Reserve Expected Active Duty Termination Date (P191) transaction in accordance with section 2-B-3, SDA-II User Manual.</p> <p>Members who do <u>not</u> consent to be retained on active duty shall be issued a Notice of Eligibility (NOE) for medical benefits upon release from active duty, and if eligible, shall be entitled to incapacitation pay as outlined in the Reserve Policy Manual.</p>

PERSRU Demobilization Procedures

Introduction The below checklist is provided as a job aid to assist the PERSRU in completing the necessary transactions to release a member from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

Checklist Transactions required to release a mobilized member (including a recalled retiree) are listed below.

Note: Only the last transaction (DD-214) is required for a member who was mobilized under 14 U.S.C. 712.

Step	Action / Transaction	Reference
1	<p>Statement of Intent (SOI) transaction shall be submitted in PeopleSoft prior to demobilization. Use Career Intentions Reason -- 'SELRES Deactivation'</p> <p>Be sure that the SOI shows any leave being sold.</p> <p>Note: Leave sold by a member that was mobilized under 10 U.S.C. 12302 is not subject to the 60 day career maximum.</p> <p>If notification of demobilization is received late, and is within 20 days of the member's release date, in addition to submitting an electronic SOI, an E-Mail SOI will ALSO need to be submitted as prescribed in Exhibit 3-B-1, page 3-B-9, PPPM</p>	ALPERSRUs AD/02 and P/03
2	<p><u>Release From Active Duty</u> transaction.</p> <p>Be sure the transaction shows:</p> <ul style="list-style-type: none">• Effective Departure Date = date member departs unit (last day of active duty if member is taking no terminal leave)• Reporting Unit OPFAC = OPFAC (see below for criteria)<ul style="list-style-type: none">• SELRES use unit OPFAC to which the member will be assigned as a drilling member; RELAD to IRR use 87400• RET-1 status use 71237 with an E-mail to HRSIC-RAS.• RET-2 status use 87400 and e-mail to HRSIC-RAS . The correct OPFAC (87600) for RET-2 cannot be entered at the PERSRU level.• Separation Program Designator = LBK (completion of required active service)• Reenlistment Code = RE1 (recommended for reenlistment)• Date Released From Active Duty (Element Code 60) = last day of active duty• Reason = 62 (due to fulfillment of active service obligation)	Section 8-B, SDA-II Manual and E-Mail ALPERSRU W/02

Continued on next page

PERSRU Demobilization Procedures, Continued

Step	Action / Transaction	Reference
2	<p><u>Release From Active Duty</u> transaction (<i>continued</i>)</p> <ul style="list-style-type: none"> • Element Codes 90 & 93 = number of days lump sum leave selling • Terminal Leave = number of days leave taking in connection with separation • Reserve Training/Pay Category (Element Code 78) = training/pay category member was assigned to before being mobilized (Note: If member will be assigned to the IRR, ISL, or other non-pay status use pay category "H"). <p>Reminder: Members with a remaining SELRES drill obligation may not be assigned to the IRR or ISL.</p>	
3	<p><u>Certificate of Release or Discharge From Active Duty</u> (DD Form 214). A DD-214 shall be issued to all members upon completion of a period of mobilization. (However, if a member is being <u>immediately</u> ordered to further active duty upon demobilization, the DD-214 shall <u>not</u> be issued until the end of that additional active duty, i.e., when the member is <u>separated</u>.)</p> <p>Block 18 (Remarks) of the DD Form 214 shall be annotated to include the following information:</p> <ul style="list-style-type: none"> • That the member was recalled under Title 10 and participated in a contingency operation and the title(s) of operations the member participated in (e.g "Operation Enduring Freedom") • The member's duty location(s) while on active duty • The dates, if any, of service in a designated imminent danger pay area • All medals/awards received by the member while on active duty • Total cumulative career active duty service for retirement. <p>Note: If the member has 18 or more years, contact CGPC (rpm) prior to separating the member.</p>	COMDTINST M1900.4 (series)
4	<u>Member Competencies.</u> Input any competencies, awards or school completions earned by the member in Direct Access.	Chap 4-C PPPM
5	<u>SGLI and Family Member SGLI Elections:</u> The member may wish to decrease or elect no SGLI coverage upon RELAD, ensure new elections are entered in Direct-Access.	SGLV Form 8286 and/or 8286A

Recall of Retired Members

RET-2 & RET-1

RAS E-Mail Address

HRSIC-RAS@HRSIC.USCG.MIL

RAS Phone Numbers

RESERVE PROCESSING TEAM

YN1 Bobby Dees
(785) 339-3422

Mrs. Wendy Carter
(785) 339-3412
A-E, H, I

YN2 Dionne Curry
(785) 339-3434
G, J-P

YN2 Bruce Kimmell
(785) 339-3414
F, Q-Z

Differences Between RET-2 & RET-1

- *RET-2:*

- Reserve Retired
Awaiting Pay at
Age 60

- *RET-1:*

- Reserve Retired
With Pay

1st Step in Recall Process is to send an E-Mail

- Send an E-Mail to HRSIC-MAS and HRSIC-RAS providing:
 - Name, Rank, and SSN of recalled retiree
 - Effective date and period of recall
 - TONO under which the recall is being effected
 - Reference the letter / message from CGPC (rpm)/(opm)/(epm)/ which authorizes the recall
- Refer to Chapter 11 of PPPM
- Call if you have questions or concerns

Duration of Recall

Less than 139 days:

HRSIC (CST)/(RAS) will process pay for members recalled from retirement for short-term periods under 14 USC 712

Duration of Recall Greater than 139 Days:

- RET-2
- HRSIC (RAS) will complete the Departing Endorsement on Orders (L68C). The transaction will be transmitted, then HRSIC (RAS) will contact the PERSRU via E-Mail to complete the Reporting Orders.
- PERSRU should refer to pages 20-22 (Complete the necessary transactions for a reserve recall)
- In addition, you will need to complete a R900 to establish the member's anniversary date (element code 02). Anniversary date should be the reporting date on the recall orders.
- RET-1(Over age 60)
- Refer to Chapter 11 of PPPM page 27. The PERSRU shall also prepare the transactions prescribed on pages 11-20 thru 11-22 of this chapter, with the following exceptions:
 - The first two transactions on page 11-20 (Endorsements on Orders) shall not be prepared.
 - The transactions on page 11-22 are required transactions for a recalled retiree.

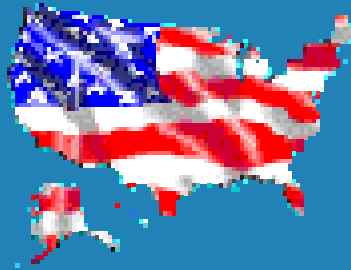
Age Waivers

- PERSRU should verify when member will reach age 60. Advise unit to seek age waiver from COMDT (G-WTR-1) if member will turn 60 prior to completion of recall orders.
- The reservist will need the age waiver prior to reaching age 60.

RELAD

- RELAD should be at least one (1) day prior to the members 60th birth date, unless, there is an approved age waiver on file.
- Please notify HRSIC (RAS) when RELAD has been approved.
- If the member is being placed back into a RET-1 status, the OPFAC should be 71237. However, if the member is being placed back into a RET-2 status, the OPFAC needs to be 87400 or in a drilling status.
- In both cases, contact RAS via E-Mail or Phone.

RESERVE MOBILIZATION



Chapter 11 Overview

By: Mrs. Patricia Hanser &
PO Olivia Winchester

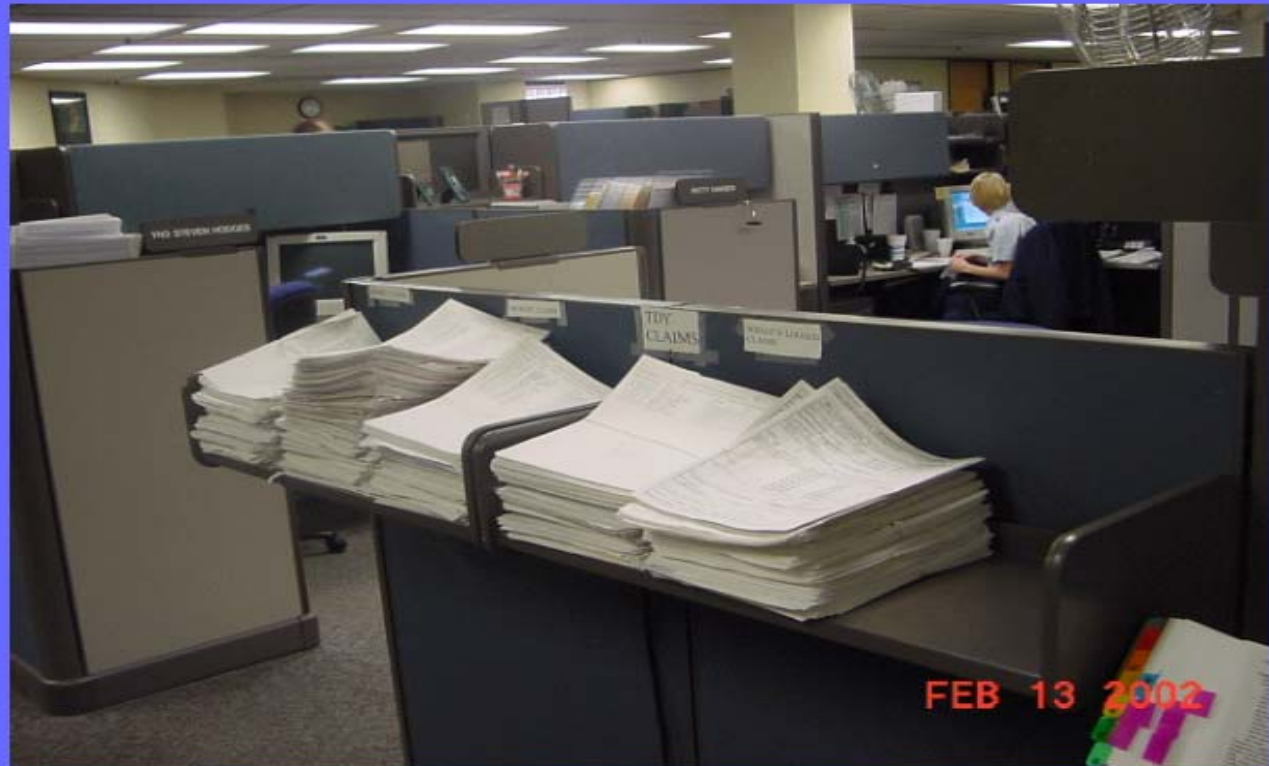
Claims received by HRSIC

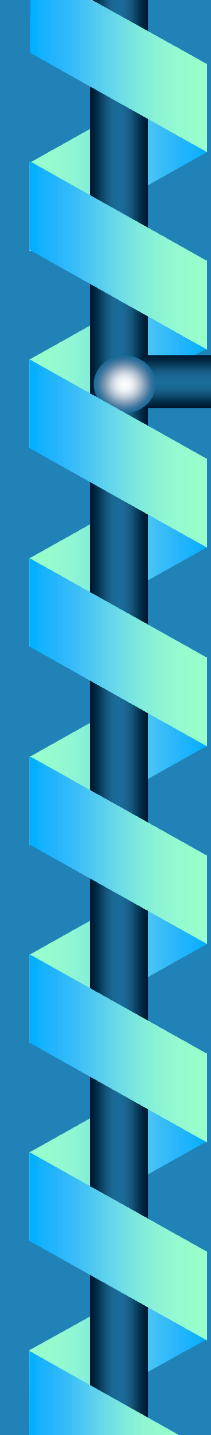
The HRSIC Travel Branch receives several hundred claims per day. Completing your travel claim correctly will ensure timely reimbursement.



Claims Waiting to be manually processed

Each individual travel claim is, literally, one out of several thousand claims processed by HRSIC Travel each week.



- 
- HRSIC is mandated to have Legal, Accurate, and Prompt payments.
 - HRSIC does not interpret regulations, Commandant (WPM) gives guidance for decisions

Travel Claims During Mobilization Status

- Supporting Documents
 - Travel claim must have original signatures
 - Orders must be signed by AO
 - Itemized Lodging receipts
 - Transportation receipts
 - Form of payment (showing first 6 digits of CC # or statement that member purchased ticket on own card)
 - Receipts for expenses over \$75
- Recording LV
 - Member not entitled to per diem when on leave; Lodging only if in "long term" agreement
 - Leave must be indicated on travel claim
 - Do not start or end travel claim in a leave status

Itemized airline receipt



This is an example of an itemized airline receipt.

Friendly Wings Airlines				Boarding Pass	
				Topeka TOP-Miami MIA	
FP 5568 0201 2345 6789					
USD	245.00	CCCCCCCCC	XXXXXXXXXXXXXXXXXX		XXXXXXXXXX
TAX	24.50	RRRRRRRRR	XXXXXXXXXXXXXXXXXX		
TOTAL	269.50	Thank you for flying Friendly Wings Airlines			

The airline receipt above shows the form of payment: the traveler's Government MasterCard (as indicated by the sixth digit of the card number) as well as the amount paid

When an electronic itinerary is the only thing provided, it MUST show a form of payment clearly identifying the traveler purchased the ticket (first six digits of credit card used).



Itemized Lodging receipt

This is an example of an itemized lodging receipt.

	Location	Identifying information
	The Sleep Inn Motor Lodge	Name: Susie Q. Sailor
	1642 Bridgeview Blvd.	Date in: 02/02/02
	Anytown, TX 64332	Date out: 02/04/02
		Daily Charge: \$55.00
		# Persons: 1
Itemized Breakdown	02/02	Room Charge \$55.00
	02/02	State Tax \$5.50
	02/03	Room Charge \$55.00
	02/03	State Tax \$5.50
	02/03	Movie \$9.95
	02/04	Balance Paid 556802XXXXXXXXXX \$130.95

Shows Balance Paid

Statement of lost receipt (lodging or airfare)

If itemized receipts cannot be submitted (lost, destroyed...), you **MUST** submit a statement with the required information.

SUBJ: Lost lodging receipt

I stayed at the Happy Slumber Hotel in Concord, CT from 1/15/02 through 1/18/02 at a daily single room rate of \$67 per night. The lodging taxes were \$6.70 per night for a total of \$221.10. I certify that the amount listed here was charged to my Government Travel Card.

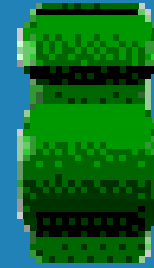
Susie Q. Sailor

SUBJ: Lost Airfare receipt

I flew on United Airlines from KC, MO to Boston, MA on 1/1/03 and returned on 2/28/03. My airfare was \$661.50 with a service fee of \$24.64 for a total of \$688.14. I certify that the amount listed here was charged to my personal Government Travel Card.

Susie Q. Sailor

Liquidation of Advances



- Time period in which to claim
 - If an advance is received, the member must claim the advance on the travel claim that corresponds with the dates of the advance
- Where to claim
 - Claim advances in Block 9 of UTS claims & Block 10 of manual claims.
- Prior payments
 - DO NOT report prior payments or cash advances from ATM/Credit Cards

Definitions

- Government Lodging
 - Lodging provided on any government installation at a reduced cost to member
- Government Contracted Quarters
 - Generally commercial lodging (see below) that the government has contracted with minimal or no cost to member
- Commercial Lodging
 - Commercial lodging (hotels, motels, & boarding houses) based on single room rate

Definitions cont'd

- On Base Lodging

- Lodging that is located on the U. S. Installation to which the member is assigned TDY. (TDY to ISC Alameda and berthed at ISC Alameda Guest Quarters)

- Off Base Lodging

- Lodging that is located away from the TDY location that the member is assigned (TDY to ISC Alameda and berthed at Group SF Yerba Buena Is.)

- Field Duty

- Duty performing maneuvers, war games or field exercises when subsistence is provided by field rations at no or little cost to the member.

Definitions cont'd

- Government Messing
 - When messing is provided to member at no cost or a reduced cost to member. Member must be assigned to government quarters.
- Proportional Messing
 - When at least one meal is provided at the government rate or no cost to member. Member must be berthed in on base lodging.
- Commercial Messing
 - When no meals are provided and member is required to pay for meals on the economy.
- Deductible Meal
 - Meal provided to the member at no cost. Must be claimed on the member's travel claim.

Definitions cont'd

- Tono-Tono Lodging
 - When member is in a continuation of TDY status either on the same or on a different TONO and lodging is incurred on last night of first claim
- 25% additional Per Diem
 - When member is in a continuation of TDY status either on the same or on a different TONO and it is not the first or last day of TDY, additional per diem is owed.

Definitions cont'd

- Actual Expense – order issuing authority must approve
 - Must be approved on orders when lodging exceeds the maximum lodging amount allowed (up to 150% of the normal rate)
- Super Actual Expense – order issuing authority must approve
 - Must be approved on orders when lodging exceeds the maximum lodging amount allowed by actual expense (up to 300% of the normal rate)
- (Generally an amendment to the original orders is needed by the funding authority if authorization is not on the original orders)

Definitions cont'd

- Lodging Costs
 - All lodging receipts are required
 - Receipts must be itemized to show nightly room rate, total taxes, and number of persons per room
- Voluntary Return
 - When member is granted liberty and decides to return home (does not pertain to members commuting on a daily basis.)
 - Member is authorized the lesser of:
 - A) reimbursement of round trip transportation cost & travel per diem (75% of rate) for two travel days, & lodging if member is in a long term agreement
 - B) reimbursement of lodging and per diem as if member never left TDY site

Definitions cont'd

- Overlapping Travel Dates

- Start &/or Stop dates on travel claims cannot overlap into another travel claim Authorized Delay
- In order to claim dual lodging, it must be approved on the members orders with the date and location specified.
- Amendment may be required

- Laundry Expense

- Active Duty Service members are entitled to \$2/day when TDY exceeds 7 nights. Laundry may only be claimed when money has been expended.

Definitions cont'd

- Blanket TONO

- A 13 doc type used for multiple locations and dates, normally used for durations of 31 days or more.
- Each claim is a final, unless correcting a previously settled claim, then it is a supplemental.
- Travel dates may not overlap previous claims.
- A 13 doc type is not authorized to be used on the Local Claim (SF-1164).

- Normal TONO

- An 11 doc type is used for a specific period of time to specific locations. One trip only.
- The claim is a final unless correcting a previously settled claim, then it is a supplemental.

TDY Orders

All Dates Listed

Unit, City, County,
and State Included

MILITARY TEMPORARY DUTY (TDY) OR...				Social Security No. ¶
Department of Transportation ¶ U. S. Coast Guard ¶ CG-4251--(TEST) ¶				¶ 23-45-6789 ¶
1. Name of Traveler (Last Name, First Name, MI) ¶ SMITH, JOHN D. ¶		2. Grade/Rank ¶ YNC/E-7 ¶		3. Number: ¶ 2250 ¶
5. Departure Date: ¶ 01 JAN 02 ¶		6. Expected Date of Return ¶ to PDS: 28 FEB 02 ¶		7. Estimated Days: ¶ Days: 0000 ¶
10. <input type="checkbox"/> BLANKET ORDERS FOR REPEAT TRAVEL (Doc-type 13-TONO) (NO) ¶ Period of travel from: 0000 to 0000 (See Block 12 for General Information) ¶				
11. <input type="checkbox"/> FOR MEDICAL TRAVEL: <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> Attendant <input type="checkbox"/> Escort ¶				
12. A. REPORT TO: UNIT / CITY / COUNTY / STATE / COUNTRY ¶ CG-STATION, MANHATTAN, NY ¶ 00000 ¶ 00000 ¶		B. Purpose of TDY: ¶ MOBILIZATION ¶ 00000 ¶ 00000 ¶		C. Dates of TDY: ¶ 01 JAN 02 -- 28 FEB 02 ¶ 00000 ¶ 00000 ¶
D. Authorized Variations: ¶ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ¶ <input type="checkbox"/> Yes <input type="checkbox"/> No ¶ <input type="checkbox"/> Yes <input type="checkbox"/> No ¶				
13. <input type="checkbox"/> REMAIN-OVER-NIGHT (RON) awaiting transportation may be authorized for: 000 night(s) at (locality) 00000 ¶				
14. CURRENT MESSING ENTITLEMENT AT PERMANENT DUTY STATION: (Choose only one) <input type="checkbox"/> Partial-BAS <input type="checkbox"/> SEPRATS <input checked="" type="checkbox"/> Full-BAS (Enlisted & Officer) ¶				

Page Sec At Ln Col REC TRK EXT OVR

TDY Orders cont'd

Ensure type of lodging and per diem is listed

Mode of Travel Checked

Dual Lodging for specific date and place Authorized in remarks

TDY G

File Edit Window Help Acrobat

Table Head

14: CURRENT MESSING-ENTITLEMENT-AT-PERMANENT-DUTY-STATION: (Choose one) ☐ Partial-BAS ☐ SEPRATS ☒ Full-BAS (Enlisted & Officer) x

Max-Locality-Per-Diem-Rate: Lodging \$ 208 M&IE \$ 46
(Lodging Receipts required for reimbursement)¶

QUARTERS: ☐ GOVERNMENT Directed Contracted ? ☐ ¶
(fee reimbursable)¶
☒ COMMERCIAL Lodging ☐
(Gov't Quarters NOT Available)¶

MESSING: ☐ GOVERNMENT Rate (Military Only)¶
☐ Mess is Directed for ALL three meals¶
☐ Proportional Rate¶
☐ Reduced per diem of \$ 000 (IAW ¶
COMDT (G-WPM-2) LTR 4600 of 00000¶
☒ COMMERCIAL Rate (Full Locality Per Diem)¶
☐ Reduced per diem of \$ 000 (Civilian Only)¶
☐ NO PER DIEM Authorized (Civilian Only)¶

EXEMPTION: ☐ Actual Expense Authorized (REF U4210-A, JFTR)¶
The Amount \$ 0000 per day allowed at ¶
00000 for period 000000

15: PER-DIEM¶
Military rules: U4125, JFTR; Civilian rules: 301-11, FTR a

16: MODE-OF-TRAVEL: (Mode of travel to TDY site and RETURN) (Arrange Official travel from either a CTO, in-house office or TMC, U3120, JFTR)¶
☒ Commercial Carrier (At own expense subject to reimbursement)¶
☐ GOV'T Procured Transportation Ticket (GOT)¶
☐ GOV'T Owned Car ¶
☐ Privately Owned Car ¶
☐ POC is more than 100 miles from home ¶
☐ POC is authorized ¶

17: TRAVEL-AT-TDY:¶
☐ Rental Car (comp) ¶
☒ Local travel: taxi, etc. ¶

18: AUTHORIZED-REIMBURSEMENT:¶
☐ Registration Fees ¶
☐ Conference Costs ¶
☐ Excess baggage ¶
☐ Official Communication (phone, fax, data service, etc.)¶
☐ FOUO Personal Tele. (NTE \$ 000 daily) x

19: REMARKS / AUTHORIZATIONS / ADDITIONAL INSTRUCTIONS: (A receipt is required for any expense \$75.00 or greater)¶
AUTHORIZED-DUAL-LODGING-FOR-MANHATTAN,NY-FOR-1/10/02--1/13/02¶

Page 1 Sec 1 At Ln Col REC TRK EXT OVR

11 TONO for 1 trip
13 TONO for repeated Trips

11 TONO for 1 trip
13 TONO for repeated Trips

Authorizing Official Signature Included

If Training, Insert PMIS-S... 500853

20: TRAVEL ADVANCE AUTHORIZATION: ☒ GOV'T Travel Charge Card ☐ Not a GOV'T Travel Charge Card Consider /- Charged to TONO (Attach SF-1038)

Travel advance authorized in the amount of \$ 0

21: Coast Guard Travel Order Number (13-digits) Travel funds are charged to travel spans over FY's, provide tonno/Act string for both FY's

Doc. Type	Fiscal Year	File Code	Code	Rte	Program Element	Document Sequence	Suffix	Agg. Code	Reg. Dist	App. Code	Alloc. Code	Program Element	Cost Center	Object Class	Estimated Cost	
1	3	0	2	0	0	0	0	2	3	32	30	0	76	70880	2108	\$ 000
								2			0				\$ 000	
											0				\$ 000	
											0				\$ 000	

22: If Using Other Gov't Agency Funds, Contact FINCEN (OGC) Insert Reimbursable Agreement Number (RAN): 000000

Except as noted the approved TDY is authorized and directed. Proceed and report to the places and in the order listed in block 12 above. Deviations should not be made to visit places or areas not listed in block 12 above, without prior written or verbal orders from proper authority. Upon completion of the TDY directed, return to this command and resume your regular duties.

23: AUTHORIZING OFFICIAL SIGNATURE (Name, Rank, Title) AO's Phone Number 24: TRAVELERS SIGNATURE (OPTIONAL) Date

MICHAEL SMITH, CAPT, USCG (00) 0000

25: Use this block to amend the order when not previously authorized after travel has been completed. The following amends this order to authorize (may be handwritten)

Must be signed by Approving Official Only: Date:

Abbreviations Defined in APP-A, JFTR Applicable Privacy Act Statement on DD-1351-2R Use Travel Voucher DD-1351-2 (August 1997) Version A

Page 1 Sec 1

TDY Orders cont'd

Unit, City,
County, and
State are
listed

Mode of Travel Listed

Authorizing Official Signature Included

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-501 (Rev. 11-94)				STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL							
1. SSN		2. NAME (Last, First, Middle Initial)		3. GRADE/RANK		4. CURRENT DUTY STATION					
EMPLOYEE ID		SMITH, JOHN D		TTC/RT		CG HESIC					
5. LEAVE ADDRESS (Street / Address, City, State, ZIP / Area Code & Phone)				6. TRANSFER ADDRESS							
444 SE QUINCY ST. TOPREA, KS 66662				COMDT MSG 0000000000							
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:											
DOCUMENT IDENTIFICATION NUMBER											
DISTRICT	APPROX CODE	LMB CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER			
								TYPE	SY	NUMBER	
2	P	103	299	10	0	10	78888	117H	71	03	
2	P	103	299	10	0	10	78888	122R	71	03	
2	P	103	132	30	0	76	78888	2108	14	03	
2	P	103	132	30	0	76	78888	2108	13	03	
8. DATES AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized)											
02 TRAVEL TIME		02 DROVE TIME		02 LEAVE (LOCAL)		02 LEAVE (OUTSIDE)		02 COMPENSATORY SERVICE		02 NON CHARGEABLE SERVICE	
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW								SCHEDULED DEPARTURE DATE:			
INITIATION/PLACE								NATURE OF DUTY		TIME DATE REPORTING	
09-14240 CG 0P NEW ORLEANS, LA								MOBILISATION		0900, PMN, DD, YYYY	
10. REMARKS (OTHER THAN CHARGES, SPECIAL INSTRUCTIONS):											
ORDERS ISSUED UNDER 10 USC 12302, ARE NORMALLY FROM A MINIMUM OF 181 DAYS TO A MAXIMUM YEAR. SUCH ORDERS MAY BE EXTENDED, UNDER COMDT AUTHORITY, SO LONG AS THE PERIOD OF A DUTY DOES NOT EXCEED MORE THAN 24 CONSECUTIVE MONTHS.											
DATES OF THIS ORDER ARE MMN, DD, YYYY TO MMN, DD, YYYY.											
BERTHING AVAILABLE / NOT AVAILABLE IAN JFTR											
AUTHORIZED / NOT AUTHORIZED EAH N OR N/O DEPS IAN CG PAY MMN & JFTR											
MESSING AVAILABLE / NOT AVAILABLE IAN CG PAY MMN											
ADDITIONAL SPECIFIC DUTIES: SEA DUTY, DIVING, FLIGHT CREW, PHYSICIAN ASSISTANT											
AUTHORIZED USE OF GOV OR POV (LOCAL MILEAGE AUTHORIZED)											
ACCOUNTING TO CHANGE EFFECTIVE OCT 1, 2003 UNLESS DEMOBILIZED											
7/2/104/299/10/0/10/70888/117H/71/04/*****0000 PAY & ALLOWANCES											
7/2/104/299/10/0/10/70888/122R/71/04/*****0001 PICA											
7/2/104/132/30/0/76/70888/2108/14/04/*****0000 GTR											
7/2/104/132/30/0/76/70888/2108/13/04/*****0000 BLANKET TRAVEL											
IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS, YOU CAN CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR VISIT OUR WEBSITE @ HTTP://WWW.NCER.ORG OR ON-LINE FOR THE CG LEGAL FACT SHEET ABOUT THE 1964 CIVIL RELIEF ACT (88CRA) @ HTTP://WWW.USCG.MIL/LEGAL/LA/TOFIC8/88CRA.FACTSHEET.HTM"											
Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding travel and have had all my questions answered. I understand that I must secure a "Release From Mandatory Assignment to Government" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I understand that I must submit my travel claim for certification and liquidation purposes within 30 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.											
Signature of Member (Last, First, Middle Initial)				SIGNATURE				SIGNATURE			
MICHAEL SMITH, CAPT, USCG				JOHN D. SMITH,				TOPREA, KS			

Use 13 Blanket
TONO for recall
orders
13 TONO for
repeated Trips.

All Travel Dates Included

Ensure type of lodging and per diem specified

Example of Incorrect Orders

Note: POV not stated as most advantageous & does not have cost of GTR.

Note: Quarters or messing (per diem) are not specified.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131(Rev.11-94)				STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL											
1. SSN				2. NAME (Last Name, First Name, MI)				3. RATE/RANK YN1		4. CURRENT DUTY STATIONS					
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)										6. TRANSFER AUTHORITY E-MAIL FM ISC ST LOUIS (FOT)					
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:															
A G E N C Y	D I S T R I C T	APPN CODE	LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER				ESTIMATED COST	MISC	
									TYPE	FY	NUMBER	SUFFIX			
2	P	301	299	10	0	10	70880	117H	72	03	253P10109	000			
2	P	301	299	10	0	10	70880	122R	72	03	253P10109	001			
2	P	301	132	30	0	76	70880	2108	13	03	253376109	000			
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HERON (Indicate number of days delay authorized):															
1		0		0		0		0		0		0			
TRAVEL TIME		PROCEED TIME		LEAVE (INCONUS)		LEAVE (OUTCONUS)		COMPENSATORY ABSENCE		NON CHARGEABLE ABSENCE		DATE LINE ADJUSTMENT			
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:															
UNIT / STATION / PLACE								NATURE OF DUTY				TIME / DATE REPORTING			
0833241 CG MSO PORT ARTHUR								PERMDU				NLT 0800 03 JAN 16			
10. REMARKS / AUTHORIZATIONS / ADDITIONAL INSTRUCTIONS:															
Duty Type Code PERMDU New PERSRU 08-31180 CG BASE GALVESTON MEMBER AUTHORIZED ONE ROUND TRIP FROM HOME TO DUTY SITE. PURPOSE: RECALL UNDER TITLE 10 USC 12302 MBR IS AUTHORIZED TRAVEL BY POV SNM IS TO REPORT NLT 0800 TO CG MSO PORT ARTHUR 08-33241 DEPN INFO: (WW) DOM: 2002JAN25 QUARTERS NOT AVAILABLE MEMBER WAS MOBILIZED IN SUPPORT OF CONTINGENCY OPERATION NOBLE EAGLE UNDER TITLE 10 USC 12302 MOBILIZATION ORDERS UNDER TITLE 10 USC SHOULD BE FOR A MINIMUM OF 180 DAYS TO A MAXIMUM OF 365 DAYS TO ENSURE PROPER ENTITLEMENTS.															
11. Member's Acknowledgement: I have been counseled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.															
12a. AUTHORIZING OFFICIAL (Name, Rate / Rank, Signature)								12b. DATE 03 JAN 14				13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED			
												13b. DATE 03 JAN 14			

Note:
County not
specified.

Corrected Set of Orders

JetForm Filler - CG-5131 - Page 1 / (Untitled)[rec#1/1]

File Edit Data Options Position Signature JetNotes Mail Help

Open Data New Save Use Form Print Spelling Next Page Prev. Page EXIT Exit

2	P	301	299	10	0	10	70880	117H	72	03	253P10109	000		
2	P	301	299	10	0	10	70880	122R	72	03	253P10109	000		
2	P	301	132		30	30	70880	2108	13	03	253P10109	000		

7. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):

1 TRAVEL TIME 0 PROCEED TIME 0 LEAVE (INCONUS) 0 LEAVE (OUTCONUS) 0 COMPENSATORY ABSENCE 0 NON CHARGEABLE ABSENCE 0 DATE LINE ADJUSTMENT

9. PROCEED AND REPORT IN THE ORDER LISTED BELOW: SCHEDULED DEPARTURE DATE:

UNIT/STATION/PLACE	NATURE OF DUTY	TIME/DATE REPORTING
0833241 CG MSO PORT ARTHUR, TX. (JEFFERSON)	PERMDU	NLT 0800 03 JAN 16

10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:

Duty Type Code PERMDU New PERSRU 08-31180 CG BASE GALVESTON
 MEMBER AUTHORIZED POV AS MOST ADVANTAGEOUS TO GOVERNMENT NTE ONE ROUND TRIP FROM HOME TO DUTY SITE.
 PURPOSE: RECALL UNDER TITLE 10 USC 12302
 SNM IS TO REPORT NLT 0800 TO CG MSO PORT ARTHUR 08-33241
 GOVERNMENT QUARTERS & MESSING IS DIRECTED. IF NOT AVAILABLE, A STATEMENT OF NON-AVAILABILITY IS REQUIRED FOR COMMERCIAL LODGING & PER DIEM.
 MEMBER WAS MOBILIZED IN SUPPORT OF CONTINGENCY OPERATION NOBLE EAGLE
 UNDER TITLE 10 USC 12302 MOBILIZATION ORDERS UNDER TITLE 10 USC SHOULD BE FOR A MINIMUM OF 180 DAYS TO A MAXIMUM OF 365 DAYS TO ENSURE PROPER ENTITLEMENTS.

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL
2002		
1/01	DEP TOPEKA, KS (SHAUNEE)	CP
1/01	ARR MANHATTAN, NY (COUNTY)	TD
1/09	DEP	CA
1/09	ARR BOSTON, MA (COUNTY)	MC
1/14	DEP	CA
1/14	ARR MANHATTAN, NY (COUNTY)	TD
1/31	DEP	CP
1/31	ARR CONTINUATION OF RECALL	MC
	DEP	
	ARR	
	DEP	
	ARR	
	DEP	
	ARR	

 16. POC TRAVEL (X one) ☒ OWN/OPERATE ☐ PASSENGER

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. AMOUNT OWED
1/09/02	25% PERDIEM	11.25	11.25
1/14/02	25% PERDIEM	11.25	11.25
1/31/02	25% PERDIEM	11.25	11.25
1/31/02	LODGING TAX	396.00	396.00
1/09-13	DUAL LODGING	600.00	600.00
1/01/02	AIRFARE	375.00	375.00
1/01/02	AIRFARE SVC FEE	35.00	35.00
1/31/02	LAUNDRY (\$2/DAY)	62.00	62.00
1/31/02	TONO-TONO LODGING	120.00	120.00

20. a. CLAIMANT SIGNATURE

b. DATE

c. SUPERVISOR SIGNATURE

d. DATE

Member is activated on 1/1/02 to NY, then on 1/10 is sent TAD to Boston. This temporarily ends TAD in NY so Member must MC on 1/9. Member returns to NY on 1/14 to continue his/her original orders.

Member must claim additional 25% per diem for each travel day used after activation that is required to complete the mission.

Member must claim dual lodging expenses in block 18 for the days that member is in a second location (if approved on Member's orders).

Member must claim the last night of lodging in block 18 when in a continuation of recall status.

Example 1 of Member being activated, break in tono to another tono, continuation of recall. Member must complete separate travel claim for Boston trip

Member indicates that they are in a dual TAD status.

Member indicates that travel continues under another tono, therefore authorizing 25% per diem and the last nights lodging.

Member must claim 25% additional per diem for each travel day when required to perform additional duties.

Member must claim the last night lodging in block 18 when a continuation of duty exists.

Example 2 shows Member's TAD within a TAD claim.



15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LO. COS.
2002				
2/01	DEP CONTINUATION OF RECALL	CP		
2/01	ARR MANHATTAN, NY (COUNTY)		TD	120.00
2/10	DEP	CP		
2/10	ARR TOPEKA, KS (SHAWNEE)		LV	
2/17	DEP	CP		
2/17	ARR MANHATTAN, NY (COUNTY)		TD	120.00
2/28	DEP	CP		
2/28	ARR TOPEKA, KS (SHAWNEE) END OF RECALL		MC	
	DEP			
	ARR			
	DEP			

Member shows in this block recall has ended and member has returned home.

Member is taking leave on the dates of 2/11 – 2/17. Member must show leave starting on the last work day before leave and return to duty on the last day of leave in order to receive the proper per diem amount.

Member is entitled to 25% additional per diem for the first day of continuation of recall claim and the last full day of work prior to leave.

16. POCTRA

PASSENGER

17. DURA

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOC.
2/01/02	25% PERDIEM	11.25	11.25
2/10/02	25% PERDIEM	11.25	11.25
2/28/02	LODGING TAX	250.80	250.80
2/28/02	AIRFARE	275.00	275.00
2/28/02	AIRFARE SVC FEE	35.00	35.00
2/28/02	LAUNDRY (\$2*21 DAYS)	42.00	42.00

☐ MORE THAN 12 HOURS BUT 24 HOURS OR LESS

☒ MORE THAN 24 HOURS

- ☐ Total
☐ Less Advance
☐ Amount Owed
☐ Amount Due

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

Example 3 shows continuation of recall, Leave taken on 2/11-2/17, & end of recall.

You can view information on any of the requests above by clicking on "View Request". Please note that there is a difference between Authorization (Orders), Settlement (Travel Claim), and Advances.

Please note that this is an example of an 11 Doc type Tono. 13 Doc types will look the same.

History
File Help

History of Transactions

TONO: Detach Date: Report Date:

Type of Request	Start Date	End Date	Category	Status	Status Date	Request ID	Amount
Settlement	03/26/2001	04/11/2001	TDY	Acknowledged by HRSIC	05/01/2001	12677	To Be Determined
Authorization	03/26/2001	04/11/2001	TDY	Approved by Auth Official	03/09/2001	10897	\$0.00 (est)
Advance	03/26/2001	04/11/2001	TDY	Acknowledged by HRSIC	03/09/2001	10925	\$1,300.00

This is the travel itinerary and list of reimbursable expenses. Completing the travel claim in UTS will be covered next.

To make daily
Exceptions to
travel claim, click
here.

Trip -- [VIEW ONLY]

File Jump To View other info Help

WACHTER, ANDREW M Trip 1101G81PPG079000

Top Itinerary Reimbursable Exp.

Miscellaneous Questions

☒ Owner Operator of P.O.V. Duration of TDY travel: GE24

Itinerary

Date	Location	Trans	Reason	Method	Group?	Quarters	Messing	Lodging	POC Miles
03/26/2001	DEP Topeka ; KANSAS	TP			<input type="checkbox"/>				
03/26/2001	ARR San Diego ; CALIFORNIA	TD	LDP	CQ	<input type="checkbox"/>	CM		\$69.50	
03/28/2001	DEP San Diego ; CALIFORNIA	CA			<input type="checkbox"/>				
03/28/2001	ARR Los Angeles ; CALIFORNIA	TD	LDP	CQ	<input type="checkbox"/>	CM		\$47.50	
03/30/2001	DEP Los Angeles ; CALIFORNIA	CA			<input type="checkbox"/>				
03/30/2001	ARR Alameda ; CALIFORNIA	TD	LDP	CQ	<input type="checkbox"/>	CM		\$54.50	
04/05/2001	DEP Alameda ; CALIFORNIA	CA			<input type="checkbox"/>				
04/05/2001	ARR Portland ; OREGON	TD	LDP	CQ	<input type="checkbox"/>	CM		\$39.50	
04/08/2001	DEP Portland ; OREGON	CA			<input type="checkbox"/>				
04/08/2001	ARR Astoria ; OREGON	TD	LDP	CQ	<input type="checkbox"/>	CM		\$34.50	
04/09/2001	DEP Astoria ; OREGON	CA			<input type="checkbox"/>				
04/09/2001	ARR Seattle ; WASHINGTON	TD	LDP	CQ	<input type="checkbox"/>	CM		\$35.50	

Exceptions to Daily Expenses Occasional Expenses

Reimbursable Expenses

Date	Nature of Expense	Claimed	Approved
03/26/2001	LODGING TAX-CONUS/US TERR ONLY	113.64	113.64
03/26/2001	LAUNDRY SERVICES	42.00	42.00
03/26/2001	TELEPHONE CALLS LOCAL	105.00	105.00
03/26/2001	FUEL EXPENSES	73.54	73.54
03/26/2001	PARKING	77.00	77.00
03/26/2001	TOLLS	22.00	22.00
03/26/2001	FUEL EXPENSES	70.92	70.92
03/26/2001	PARKING	59.00	59.00

Delete this Voucher Cancel Print Return

Use the Daily Exceptions screen to indicate a missed meal, deductible meal, or a change in the lodging amount. Once you have modified a meal or the rate for particular days, click on "Save."

Exceptions [X]

File View other info Help

WACHTER, ANDREW M Daily Exceptions 1102293852095000

The Itinerary (for information only)

Arrive Date	Location	Reason For Stop	Lodging	Quarters
08/15/2002	Miami ; FLORIDA	TD	\$79.00	CQ
08/17/2002	Corpus Christi ; TEXAS	MC	\$0.00	-

Daily Records

	Date	Day Type	B-Type	L-Type	D-Type	Lodging	Breakfast	Lunch	Dinner	Incidental Expenses
►	8/15/02	LDP	CM	CM	CM	79	\$0.00	\$0.00	\$0.00	\$0.00
	8/16/02	LDP	CM	CM	CM	\$79.00	\$0.00	\$0.00	\$0.00	\$0.00
	8/17/02	LDP	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

May change daily meal rates here to GM, DE, or CM

May change nightly lodging rate here.

Lodging cost

Cancel all changes Save



Most common UTS problems

- Proportional per diem or reduced per diem claims cannot be processed in UTS.
- Select from drop down menu the closest city to the TDY location. Generic locations are not accepted in UTS.
- When marking "Not Advantageous" as mode of travel, mileage must be placed in itinerary and the cost of the GTR in reimbursables. Mileage will not be paid, but is required with PA as mode of transportation.

UTS Example of Travel Claim (pg 11- 31)

TRAVEL VOUCHER OR SUBVOUCHER										UTS FILE NO. 27472		
Read privacy act statement, penalty statement and instructions on back before completing form. Use typewriter ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed continue in Remarks.												
1. PAYMENT REQUIRED BY (X one)					2. TYPE OF PAYMENT (X as applicable)					FOR D.O. USE ONLY		
<input checked="" type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Payment By Check <input type="checkbox"/> Split Disbursement: Amt to Govt. Tvl Charge Card \$					<input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA					3. D.O. VOUCHER NUMBER		
4. NAME (Last, First, Middle Initial) (print or type) PERFORMANCE, STELLA R					5. GRADE E6		6. SSN 987-65-4321			SUBVOUCHER NUMBER		
7. ADDRESS a. NUMBER AND STREET 12 ELM STREET				b. CITY TOPEKA			c. STATE KS		d. ZIP CODE 66609		c. PAID BY	
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-339-2250				9. TRAVEL ORDER NUMBER 1303000003374000		10. PREVIOUS GOVERNMENT PAYMENT /ADVANCES (Do not include ATM Advances)						
11. ORGANIZATION AND STATION 5347400 - CG HUMAN RESOURCES SERVICE & INFORMATION CTR												
12. DEPENDENTS (X and complete as applicable)												
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. Date of Birth or Marriage					13. DEPENDENTS ADDRESS ON RECEIPT of ORDERS (include Zip Code)							
14. Have Household Goods Been Shipped? (X one) YES <input type="checkbox"/> NO (Explain in Remarks) <input type="checkbox"/>											d. COMPUTATIONS	
15. ITINERARY												
a. DATE 02	b. PLACE (home, office, base, activity, city and state, city and country, etc.)						c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
11/1	DEP	SAINT LOUIS ; MISSOURI						PA				
11/1	ARR	TOPEKA ; KANSAS;						TD		270		
11/10	DEP	TOPEKA ; KANSAS						CA	63.00			
11/10	ARR	LAWRENCE ; KANSAS;						LV		0		
11/13	DEP	LAWRENCE ; KANSAS						CA	0.00			
11/13	ARR	TOPEKA ; KANSAS;						TD		0		
11/30	DEP	TOPEKA ; KANSAS						GA	63.00			
11/30	ARR	TOPEKA ; KANSAS;						MC		0		
	DEP											
	ARR											
	DEP											
	ARR											
	DEP											
	ARR											
	DEP											
	ARR											
e. SUMMARY OF PAYMENT												
(1) Per diem												
(2) Actual Expenses Allowance												
(3) Mileage												
(4) Dependent Travel												
(5) DLA												
(6) Reimbursable Expenses												
(7) Total												
(8) Less Advance												
(9) Amount Owed												
(10) Amount Due												
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE					PASSENGER			DURATION OF TDY TRAVEL				
18. REIMBURSABLE EXPENSES												
a. DATE	b. NATURE OF EXPENSE					c. AMOUNT	d. ALLOWED	12 HOURS OR LESS				
11/1/02	AUTO MILEAGE					360 MI	360 MI					
11/1/02	TOLLS					2.20	2.20					
11/1/02	LAUNDRY SERVICES					60.00	60.00	X MORE THAN 12 HOURS BUT 24 HOURS OR LESS				
11/1/02	PARKING					30.00	30.00	X MORE THAN 24 HOURS				
11/1/02	LODGING TAX-CONUS/US TERR					240.00	240.00					
11/1/02	LODGING/TONO-2-TONO TRANSI					63.00	63.00	a. DATE		b. NO. OF MEALS		
11/1/02	PER DIEM (25%) TONO-TO-TON					7.50	7.50			a. DATE	b. NO. OF MEALS	
(SEE DAILY EXPENSES)												
20 a. CLAIMANT SIGNATURE STELLA R PERFORMANCE						b. DATE 01/06/2003		21 a. APPROVING OFFICER SIGNATURE NOT YET APPROVED			b. DATE	
22. ACCOUNTING CLASSIFICATION 2 3 301 132300 EC 51282 2151												
23. COLLECTION DATA												
24. COMPUTED BY		25. AUDITED BY		26. Travel Order Posted by		27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID			

UTS Page 2 – Daily Exceptions (pg 11-32)

TRAVEL VOUCHER OR SUBVOUCHER

PAGE 3 OF 3 PAGES

(Daily Expenses)

4. NAME (Last, First, Middle Initial)

PERFORMANCE, STELLA R

Date	Day Type	Daily Lodging	Computed Meal Types			Claimed Meal Types			Actual Expenses Claimed			
			Br	Lu	Dn	Br	Lu	Dn	Br	Lu	Dn	Inc
11/01/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/02/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/03/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/04/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/05/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/06/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/07/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/08/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/09/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/10/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/11/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/12/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/13/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/14/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/15/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/16/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/17/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/18/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/19/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/20/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/21/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/22/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/23/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/24/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/25/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/26/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/27/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/28/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/29/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/30/2002	LDP	0.00	CM	CM	CM	CM	CM	CM				

Day Types

LDP = Lodging Plus, OB = OnBoard Ship, FD = Field Duty, SD = Sea Duty, LV = Leave, AE = Actual Expense, AELP = Actual Expense/Meals LDP
GRP = Group Travel, FLT = Flat Per Diem, RED = Reduced Per Diem, AF = Alaskan Ferry, NP = No Per Diem, SAE = 300 % AE, SAELP = 300 % AELP



Customer Assistance Service Team

- What if there is a problem or question with my claim?
- SUPPLEMENTALS

Example 1

- From: Smith, Joe
- To: **HRSIC-UTSCST**
- Subj: Smith, Joe
- I am MK2 Joe Smith, 1234. My tono is: 13-03-123456000, period of travel: 1-31 OCT 03. This claim was filed using UTS.
- I have checked with my AO and we cannot figure out why my mileage was not paid. Do I need to do a supplemental?
- I can be reached via phone at: 123-456-7890.
- If a claim was sent using "paper:"

Example 2

- From: Smith, Joe
- To: **HRSIC-TVLCST**
- Subj: Smith, Joe
- I am MK2 Joe Smith, 1234. My tono is: 13-03-123456000, period of travel: 1-31 OCT 03. This claim was submitted on 3 December 2002.
- I have checked with my AO and we cannot figure out why my mileage was not paid. Do I need to do a supplemental?
- I can be reached via phone at: 123-456-7890.

CATs Cont'd

- PLEASE NOTE THE TWO DIFFERENT ADDRESSES. All UTS inquiries should be sent to **HR SIC-UTSCST**. All other inquiries should be sent to **HR SIC-TVLCST**.

HRSIC Travel Messages

- To locate updated messages, go to :
<http://www.uscg.mil/hq/hrsic/TVL.htm>
- Go to the bottom of the page for updated messages from HRSIC Travel

The screenshot shows a Microsoft Internet Explorer window titled "HRSIC Travel Business Line - Microsoft Internet Explorer provided by U.S. Coast Guard". The address bar displays <http://www.uscg.mil/hq/hrsic/TVL.htm>. The main content area is divided into two columns. The left column contains a list of links and information, including "Evacuation Voucher Assistance", "Travel Regulations - JFTR & JTR", "Subscribe to JFTR/JTR Changes", "Change/Update Your Direct Deposit Account for Travel Claim Payments", "DD Form 1351-2 Travel Voucher", and "Travel Claim Payment Status". The right column contains a list of links for "Industrial Claims", "Personnel who prepare Travel Orders", "Travel Pay Non-Receipt Issues", and "UTS Navigation Support". Below these lists, there is contact information for HRSIC, including a voice number (785-339-2250), a fax number (785-339-3775), and an email address (HRSIC-TVLCST@hrsic.uscg.mil). A red banner with the text "UTS Assistance:" is also present. At the bottom of the right column, there is a list of links for "UTS Sign-in Page", "CGHRMS Sign-in Page", "UTS AO Designation Form", "UTS Frequently Asked Questions", "UTS Quick Reference Guide", "UTS AO Reference Guide", "UTS Users Guide", "UTS Slide Show", and "UTS Error Report".

HRSIC Travel Business Line - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://www.uscg.mil/hq/hrsic/TVL.htm> Go Links

Acrobator

- [Evacuation Voucher Assistance](#)
- [Travel Regulations - JFTR & JTR](#)
- [Subscribe to JFTR/JTR Changes](#)
Subscribe to receive notification when Rates, Allowances, Travel Regulations Changes, etc. are added or updated.
- [Change/Update Your Direct Deposit Account for Travel Claim Payments](#) (Note: This does not change your account for direct deposit of pay.)
Or, you may use the [Fast Start Form](#) and mail your account info to the FINCEN
- [DD Form 1351-2 Travel Voucher](#) (Rev. Jun 2002) ([Adobe Acrobat Format](#))
- [Travel Claim Payment Status](#)
 - [Internet Access to Travel Claim Payment Status](#)
 - [Intranet Travel Claim Payment Status \(CG Intranet Link\)](#)
- Travel Messages
 - [Travel Claim Processing Improvement](#)
 - [TDY Supplemental Claims Processing](#)

- Industrial Claims
- Personnel who prepare Travel Orders
- Travel Pay Non-Receipt Issues
- UTS Navigation Support

Voice: 785-339-2250
Fax: 785-339-3775
E-Mail Address: HRSIC-TVLCST@hrsic.uscg.mil

UTS Assistance:

Email to: HRSIC-UTSCST@hrsic.uscg.mil.

- [UTS Sign-in Page](#)
- [CGHRMS Sign-in Page](#)
- [UTS AO Designation Form \(MS Word\)](#)
- [UTS Frequently Asked Questions](#)
- [UTS Quick Reference Guide \(MS Word\)](#)
- [UTS AO Reference Guide \(MS Word\)](#)
- [UTS Users Guide \(Adobe Acrobat\)](#)
- [UTS Slide Show \(MS PowerPoint\)](#)
- [UTS Error Report](#)

Internet

Example of Supplemental Claim

JetForm Filler - DD-1351 - Pages 1-3 / U:\DESKTOP\RSV_EX_2.DAT[rec#1/1]-Page:3

File Edit Data Options Position Signature JetNotes Mail Help

Open Data New Save Use Form Print Spelling Next Page Prev. Page EXIT Exit

ARR					
DEP					
ARR					

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
1/13/03	**Telephone Charges**	15.00	15.00

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

29. REMARKS

This is a supplemental to claim telephone charges not previously reimbursed.

**This is an example of a supplemental claim. The entire claim should be submitted identical to the original claim with the supplemental portion on PG 2 of the claim with changes clearly marked (in this case **) and comments in block 29 (remarks). Claim should be clearly marked "SUPPLEMENTAL" on top and bottom of first page of claim. All documentation required should be attached (all receipts, orders, original TVS, original claim, ect.)

DD FORM 1351-2C, MAR 2000 PREVIOUS EDITION MAY BE USED Exception to SF 1012A approved by GSA/IRMS 12-91.

R 131329Z JAN 03 ZUI ASN-A13013000014

FM COGARD HRSIC TOPEKA KS//TVL//

TO AIG 11939

BT

UNCLAS //N04600//

SUBJ: TDY TRAVEL ADVANCES FOR MOBILIZED RESERVES

1. TRAVEL ADVANCES FOR MOBILIZED RESERVES SHALL NOT BE PROCESSED IN UTS. MOBILIZED RESERVISTS THAT REQUIRE ADVANCES ARE TO FAX A COMPLETED (INCLUDING COMPLETE MAILING ADDRESS) REQUEST FOR ADVANCE OF FUNDS (SF-1038) AND A COPY OF ORDERS TO HRSIC TRAVEL AT 785-339-3775. MEMBERS/UNITS ARE TO ENSURE THAT A GOOD CONTACT NUMBER IS PROVIDED ON THE SF-1038 AND PLACE THE WORDS "MOBILIZED RESERVISTS" ON THE TOP OF THE 1038.
2. HRSIC TRAVEL WILL PROCESS AND RELEASE THE ADVANCES FOR MOBILIZED RESERVISTS BY THE COB ON THE DAY FOLLOWING RECEIPT. MEMBERS SHOULD EXPECT DEPOSIT IN THEIR ACCOUNTS WITH IN 10 WORKING DAYS FROM THE DATE SUBMITTED.
3. QUESTIONS CONCERNING THIS MESSAGE CAN BE DIRECTED TO THE HRSIC CLAIMS ASSISTANCE TEAM AT 785-339-2250 OR 1-888-USCG-TVL. UNITS MAY ALSO INQUIRE BY EMAIL TO HRSIC-TVLCST(AT)HRSIC.USCG.MIL.

BT

NNNN

R 151859Z JAN 03 ZUI ASN-A13015000036

FM COGARD HRSIC TOPEKA KS//TVL//

TO AIG 11939

BT

UNCLAS //N04600//

SUBJ: TDY SUPPLEMENTAL CLAIM PROCESSING

A. COGARD HRSIC 072155Z DEC 01

B. COGARD HRSIC 022028Z JUL 02

C. PERSONNEL AND PAY PROCEDURES MANUAL, HRSICINST M1000.2A

D. ALCOAST 051/02, E-COAST GUARD TRAVEL CLAIM PROCESSING

1. REFS A THRU D SET PROCEDURES ON THE TDY SUPPLEMENTAL CLAIM PROCESS. WE HAVE ACHIEVED SOME SUCCESS IN THIS PROCESS BY HAVING 35 PERCENT OF UNITS CONSISTENTLY FOLLOW THESE PROCEDURES. WE WOULD LIKE TO DO BETTER TO ENSURE OUR MEMBERS RECEIVE CORRECT AND TIMELY PAYMENT OF TRAVEL ENTITLEMENTS.
2. THE TDY SUPPLEMENTAL PROCESS HAS IMPROVED SIGNIFICANTLY THROUGH TEAM EFFORT BETWEEN FIELD UNITS AND HRSIC. AN IMPORTANT STEP THAT HAS IMPROVED SUPPLEMENTAL PROCESSING IS THAT MANY MEMBERS AND UNITS ARE MAKING COPIES OF THE ORIGINAL CLAIMS, ORDERS AND RECEIPTS PRIOR TO MAILING. BY MAINTAINING THESE COPIES, THEY CAN SPEED UP THE PROCESS IF A SUPPLEMENTAL CLAIM NEEDS TO BE FILED ALLOWING THE



MEMBER TO BE PAID THE PROPER ENTITLEMENTS MORE QUICKLY.

3. IN ORDER TO PROCESS PAPER TDY SUPPLEMENTAL CLAIMS MORE EFFICIENTLY, THE STEPS BELOW SHOULD BE FOLLOWED:

A. OBTAIN ALL DOCUMENTATION FROM YOUR ORIGINAL SUBMISSION AND MAKE LEGIBLE COPIES.

B. ATTACH ANY NEW OR PREVIOUSLY MISSING RECEIPTS OR AMENDMENTS.

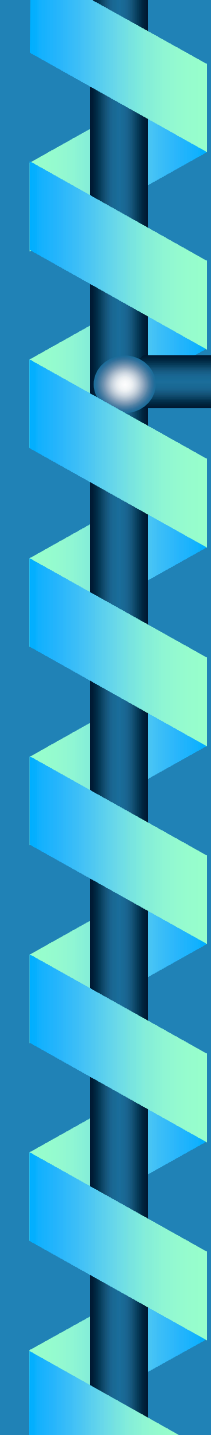
C. IN LARGE LETTERS ON THE TOP AND BOTTOM OF A NEW DD FORM 1351-2 WRITE IN THE WORD "SUPPLEMENTAL".

D. CLEARLY IDENTIFY THE REASON FOR THE SUPPLEMENTAL CLAIM IN REMARKS SECTION ON PAGE 2 OF DD FORM 1351-2. I.E. LODGING - \$\$\$ AMOUNT. DO NOT REMOVE ANYTHING PREVIOUSLY CLAIMED ON THE ORIGINAL CLAIM UNLESS IT WAS NOT AN ENTITLEMENT DURING THE TDY PERIOD.

E. MARK IN THE ACCOUNTING CLASSIFICATION BLOCK THAT "PROPER DOCUMENTATION IS ENCLOSED FOR THE SUPPLEMENTAL CLAIM". THIS BLOCK MAY ALSO BE USED TO PROVIDE AMPLIFYING INFORMATION.

F. THE MEMBER AND APPROVING OFFICIAL/ADMIN REVIEWER MUST SIGN AND DATE THE SUPPLEMENTAL CLAIM.

G. ATTACH A COPY OF THE TRAVEL VOUCHER SUMMARY (TVS) FROM THE ORIGINAL CLAIM WITH THIS PACKAGE, ALONG WITH COPIES OF ALL DOCUMENTATION (I.E. AMENDMENTS, RECEIPTS, ETC).



4. ALL UNITS ARE ENCOURAGED TO USE THE UNIT TRAVEL SYSTEM (UTS) FOR TVL CLAIM SUBMISSIONS. ORIGINAL TDY AND SUPPLEMENTAL TDY CLAIMS CAN BE SUBMITTED THROUGH UTS WITHOUT THE NEED TO PRODUCE, COPY, AND MAIL PAPERWORK TO HRSIC, THUS REDUCING PROCESSING TIME AND DELIVERING PAYMENT TO THE MEMBER RAPIDLY. CURRENTLY OVER HALF OF TDY TRAVEL CLAIMS ARE SUBMITTED THROUGH UTS WITH AN AVERAGE PROCESSING TIME OF 2 BUSINESS DAYS.

5. WE HAVE DEVELOPED A COMPREHENSIVE SYSTEM OF DOCUMENTATION TO ASSIST MEMBERS WITH TRAVEL CLAIM SUBMISSION, INCLUDING A QUICK REFERENCE GUIDE (QRG), DOWNLOADABLE PRESENTATIONS ON HOW TO COMPLETE TRAVEL CLAIMS, TRAVEL TERMINOLOGY, AND WHERE TO SEEK ASSISTANCE. TRAVELERS MAY ACCESS THESE REFERENCES AT: WWW.USCG.MIL/HQ/HRSIC/TVL.HTM. ALL TRAVELERS MAY E-MAIL QUESTIONS TO: HRSIC-TVLCST@HRSIC.USCG.MIL OR TELEPHONE 1-888-872-4885.

BT



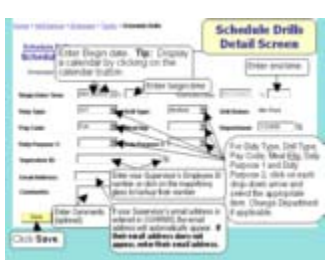

NNNN

Direct Access PeopleSoft

<https://hr.direct-access.us/servlets/iclientservlet/USCGP1HR/?cmd=login>

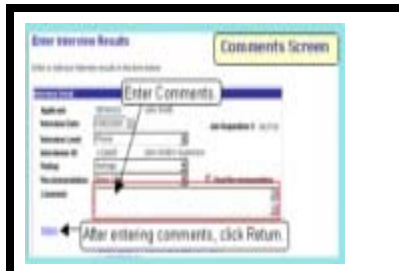
These illustrated, easy-to-follow, guides will have you up and running with PeopleSoft and UTS in no time. Although colorful, they will print out just fine on your black and white printer. The guides are all in Adobe Acrobat (.pdf) format. If you are not on a Coast Guard Standard Workstation and do not have Acrobat reader, please visit the Adobe web site [at http://www.adobe.com/](http://www.adobe.com/) to download the free reader program.

Note: [Click here for Entitlements Desk Reference Guides.](#)

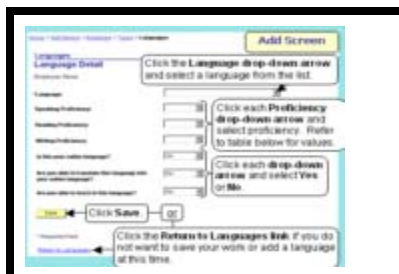
Guide	Description
	<p>This guide covers all the basics, from signing on to searching and printing. Click here to open (right-click to download and save).</p>
	<p>Employee Review. This guide provides step-by-step procedures for entering Employee Reviews (Enlisted Evaluations) in PeopleSoft. Click here to open (right-click to download and save).</p>
	<p>Reserve Inactive Duty Training (IDT) Drills. This guide provides step-by-step procedures for entering IDT drill information in PeopleSoft self-service. Review and Approval instructions for commands are also included.</p> <ul style="list-style-type: none"> Adobe Acrobat format (.pdf)
	<p>Contact Information. This guide provides step-by-step procedures for entering your e-mail address, home address, mailing address, phone numbers and emergency contacts in PeopleSoft. Click here to open (right-click to download and save).</p>



e-Resume. The e-Resume Quick Reference Guide has everything you need to know to complete your first e-resume. [Click here to open \(right-click to download and save\).](#)



e-Interview is the PeopleSoft method for completing an endorsement on a e-resume. This guide will walk you through the process. [Click here to open \(right-click to download and save\).](#)



Languages and Memberships. Using PeopleSoft self-service, you can indicate your ability to speak, read or write a foreign language. You can also list the professional organizations you are a member of. This guide will show how to enter and update your information. [Click here to open \(right-click to download and save\).](#)



Reserve Annual Screening Questionnaire. Drilling Selected Reservists, who have access to the Coast Guard Intranet and have provided PeopleSoft with an email address, will be reminded annually, via email, to complete and submit the questionnaire in PeopleSoft. Questionnaires will be printed and mailed to reservists who do not have access to PeopleSoft or do not have an email address in PeopleSoft. [Click here to open \(right-click to download and save.\)](#)

Travel



UTS is our new e-Travel software. This guide covers all the basics, from signing on to completing your first set of orders and travel claim. [Click here to open \(right-click to download and save\).](#)



UTS Approving Official. This guide shows how to review and approve orders and travel claims in UTS. [Click here to open \(right-click to download and save\).](#)



Travel Claim Quick Reference guide will get you through the process of completing your travel voucher and submitting it to your supervisor for review. [Click here to open \(right-click to download and save\).](#)

PeopleSoft Tutorials

These tutorials are designed to introduce you to the PeopleSoft e-Resume, e-Interview and other PeopleSoft applications in a quick and easy way. Detailed instructions concerning the use of the applications can be found in the documentation.

[How to Access PeopleSoft and Add Your E-Mail Address.](#)

[How to Setup and Use the Password Reset Feature.](#)

[How to Renew Your Password When it Expires.](#)

[How to Change Your Thrift Savings Plan Base Pay Contribution Percentage](#)

[How to Add a Benefit Plan \(SGLI, Death Gratuity, etc.\) and Designate Beneficiaries.](#)

[How to Change Your Thrift Savings Plan Base Pay Contribution Percentage](#)

[Starting Level III Career Sea Pay for Members Serving In-Theater](#)

[Introduction to Self-Service Tutorial.](#)

[e-Resume Tutorial.](#)

[e-Interview Tutorial.](#)

[Employee Review Tutorial.](#)

[Electronic Training Request Tutorial.](#)

[How to Run the ASQ Status Report.](#)

[Medical Readiness System \(MRS\) Tutorial.](#)

[Click Here to see the documentation.](#)

UTS Tutorials

[UTS Account Setup Tutorial](#)

Annual Reserve Screening Questionnaire Overview

Introduction

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually during the month of October.

Note: Members who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be done as often as the information or recall availability changes and anytime of the year.

Member Notification

Drilling Selected Reservists, who have provided the system with an [email address](#), will be reminded annually, via email, to complete and submit the questionnaire in the system. Questionnaires will be printed and mailed to reservists who do not have an email address in the system.

Entering Questionnaires in the system

Members will complete the Annual Screening Questionnaire using Self-Service. PERSRUs will enter questionnaires on behalf of those members without access to the system.

Viewing a Completed Questionnaire (Self-Service):

You cannot view/review a questionnaire once it has been submitted. A new questionnaire is started each time you access the application.

Data Entry Procedures:

[How to Complete The Annual Screening Questionnaire](#)

Introduction


This section provides the procedure for entering a Reserve Screening Questionnaire. Self-Service and PERSRU procedures are similar; both are presented here. PERSRU users will have to navigate to different screens or open multiple screens to complete changes and view all the questionnaire's information.

Viewing a Completed Questionnaire (Self-Service):

You cannot not view/review a questionnaire once it has been submitted. A new questionnaire is started each time you access the application. **If you have any doubts about a questionnaire you have submitted, complete a new one.** Only the most recent questionnaire has any relevance in the system.

Procedure

Start Internet Explorer, sign into the system (note, see the [Signing In topic](#) if you need help getting started) and follow these steps to complete this procedure.

S	Action
1	<p>Select menu items in the following order (note, see the Basic Navigation topic for help with menus):</p> <p>➡ Self-Service --- Home > Self-Service > Employee > Tasks > Annual Screening Questionnaire</p> <p>➡ Non Self-Service (PERSRU) -- Home > Administer Workforce > Administer Workforce > Use > Annual Screening Questionnaire</p> <p>Non self-service users complete the Employee lookup page, enter the member's employee ID in the <input type="text"/> Search (see Search Tips for help if necessary).</p> <p> When choosing a member from the search results, please be sure you are choosing the member you actually want to change data on. Verify the employee ID or national ID before making any changes.</p>

2

The Annual Screening Questionnaire page will display. There are two tabs to complete on the questionnaire tab (which is displayed first) and the occupation data tab.

- Read the acknowledgement and select the response.

[Home](#) > [Administer Workforce](#) > [Administer Workforce](#) > [Use](#) > **Annual Screening Questionnaire**

Questionnaire

Occupation Data

Annual Screening Questionnaire

EmplID:

Annual Screening Questionnaire Acknowledgement

As a member of the Coast Guard Reserve, I am subject to involuntary recall to active duty and I willingly accept this obligation. I am ready to deploy and be mobilized on short notice. If my deployability becomes impaired due to employment, family, medical, or any other condition(s), I shall notify my command about the impediment in writing immediately. I understand that refusing to comply with orders for a recall to active duty is subject to penalties imposed by the Uniform Code of Military Justice (UCMJ). Among other sanctions, I could receive dismissal, a bad conduct discharge, a dishonorable discharge, or an administrative discharge characterized as other than honorable.

Member's response: ☒ I understand and accept ☐ I do not understand or do not accept

Recall Availability

Date Notified: 02/01/2002

Date Signed: 02/01/2002

*Member Recall Status:

Complete the Recall Availability section by clicking on the drop-down arrow in the Member Status block and choosing the status.

*Member Recall Status:




Status	Use when...
Available	Available for recall
Critical	Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilization in an occupation that could be critical to your community at the same time mobilization is necessary (police, fire, EMA, local government official).
Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.
Key Empl	Not available for recall due to employment in key federal position. See agency (full-time employer of USCGR member) instruction for written confirmation. USCGR's policy to identify its civilian positions is described in COMDTI 12910.1, dtd 10 SEP 1990, Screening of Civilian Employees in the Reserve Components .
Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.

If you answered "I do not understand or do not accept" in the Member's Response section (above) or selected anything other than "Available" in the recall status block, you will need supervisor's Operator ID number and email address so the ASQ can be reviewed by your command.

Route to Supervisor: 

Email Address:

Click the  icon next to the Route to Supervisor block to lookup the Operator ID. The lookup window opens. Enter some search criteria and click the **Lookup** button.

 See [Search Tips](#) for help on entering search criteria.


Lookup Route to Supervisor

EmplID:

Name:

Last Name:

SetID:

Department: 

[Basic Lookup](#)

Click on the supervisor's name to return to the Questionnaire. The Route to Supervisor and address blocks will be filled in by the system. If your supervisor does not have an email address, you may enter it manually. Be sure to use all lowercase letters and to use the complete address (e.g. jsmith@domain.uscg.mil).

4



Click on the Occupation Data tab.

- Enter the civilian employment data.

Occupational Data

EmplID: 1114550

Civilian Employer Data

Employer:	<input type="text"/>	Supv.Name:	<input type="text"/>
Work Phone:	<input type="text"/>	Supv Phone:	<input type="text"/>
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/> 
Postal Code:	<input type="text"/>	'Country:	<input type="text" value="USA"/> 

Enter the Civilian Occupation Code(s).

Click icon to search for a code.

- Enter a keyword preceded by the percent (%) character in the Description field and **Lookup** button.
- Click on a code or job description in the search results to return to the Occupation tab.
- Click the **Add** button to add more occupation codes.

Example Occupation Code search and results using the % character.

Lookup Standard Occupational Code

Standard Occupational Classif:

Description:


Lookup **Clear** **Cancel** [Basic Lookup](#)

Search Results

View All First 1-10 of 10 Last

Standard Occupational Classif	Description
533011	Ambulance Drivers and Attendan
533020	Bus Drivers
533022	Bus Drivers, School
533021	Bus Drivers, Transit and Inter
533031	Driver/Sales Workers
533030	Driver/Sales Workers and Truck
472072	Pile-Driver Operators
533041	Taxi Drivers and Chauffeurs
533032	Truck Drivers, Heavy and Tract
533033	Truck Drivers, Light or Delive

Note: If multiple codes are listed for what appears to be the same job description, select the first code. The subsequent codes are not actually duplicates, they just provide a more detailed description of the occupation. Due to space limitations the entire description is not displayed.

Click the  button to save the questionnaire. Self-Service users will receive the following confirmation message:

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [Annual Screening Questionnaire](#)


Save Confirmation



The Save was successful.

Upon entry the mobilization page appears blank, but your saved data is stored in CGHRMS.

OK

Click  to dismiss the confirmation.

Viewing a Completed Questionnaire (Self-Service):

You cannot not view/review a questionnaire once it has been submitted. A new questionnaire each time you access the application. **If you have any doubts about a questionnaire you submitted, complete a new one.** Only the most recent questionnaire has any relevance in t

Employee Tax Data Information

Introduction:

This section provides procedures for non self-service employee tax data changes. The Employee Tax Data page has five tabs for data entry.



The usage of each tab is described below.

- The **Federal Tax Data 1** tab is used for the input various types of federal tax information including Special Tax Withholding Status, Tax Marital Status, Withholding Allowances and Additional Withholding.
- The **Federal Tax Data 2** tab is used for Earned Income Credit.
- The **Federal Tax Data 3** tab is used for the input of Foreign Country for Non Resident Aliens (Coast Guard Academy Cadets only).
- The **State Tax Data 1** tab holds State of Legal Residence, Special Tax Withholding Status, State Withholding Marital/Tax Status, Withholding Allowances and Additional Withholding.
- The **State Tax Data 2** tab is used for special rules that apply to Mississippi.

See the [State Tax Withholding Data Entry Procedures](#) topic for additional information.

Timing:

Change employee federal tax data when a member:

- Changes citizenship status. (Ensure supporting documentation is submitted)
- Files a new IRS Form W-4 (except for those prepared as part of the retirement package).
- Files a new IRS Form W-5 (Nonresident aliens cannot claim advance payment of earned income credit).
- Is a nonresident alien and changes actual marital status. (Ensure supporting documentation is submitted).
- Changes state of legal residence
- Changes withholding status for the state of legal residence.
- Terminates nonresident alien status.
- Is a U. S. citizen, resident alien, or a nonresident alien who is terminating such status to become a resident alien, and the member's state of legal residence is a taxing jurisdiction, and the state has a state tax withholding agreement with the Secretary of the Treasury.

Change in State Tax Information must be supported by one of the following:

- Employee's Withholding Allowance Certificate (IRS Form W-4).
- State of Legal Residence Certificate (DD-2058 (CG)), or DD-2058-2 (for Native American State Tax Exemptions)
- Certificate of Nonresident Alien.
- Appropriate state tax income tax form.

The [State Tax Listing](#) provides a listing of states authorized to have income tax withheld from military pay.

The [State Tax Withholding Data Entry Procedures](#) topic provides detailed instructions for state tax changes.

Special Reporting to IRS:

Under IRS regulations, if member claims more than 10 withholding allowances, or claims exemption from federal tax withholding, a copy of the member's IRS Form W-4 must be filed with the IRS. The PERSRU shall provide a copy of the member's W-4 to PSC (SES).

PSC(SES) will forward the W4 to the IRS via cover letter. Fax the W4 to (785) 339-3784 or mail to:

Commanding Officer (SES)

U.S. Coast Guard Human Resources Service and Information Center

444 SE Quincy St.

Topeka, KS 66683-3591

Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by 15 February.

Effective Date:

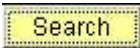
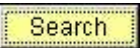

A tax change will normally be effective the first day of the month following the month it is submitted. If the tax change is submitted on the first day of the month, it will be effective the same month. Examples:

- A tax change submitted between 2 and 31 October, will be effective in November.
- A tax change submitted on 1 November, will be effective in November.
- A tax change submitted between 2 and 30 November, will be effective in December.

Tax changes cannot be submitted retroactively. Tax withheld cannot be refunded by the Coast Guard. The member will have to file an income tax return (State or Federal) in order to receive a refund of any taxes withheld in excess of taxes due.

Procedure:

Start [PeopleSoft, sign in](#) and follow these steps to change employee tax data.

Step	Action
1	Select menu items in the following order: Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data
2	A search page will appear. Enter the member's employee ID number or other search criteria (see Employee ID Search Tips) and click the   button to select the member you wish to display.  When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes.
3	The Employee Tax Data page will open, the Federal Tax Data 1 tab will be displayed.
4	Choose the appropriate tab for the type of tax change and complete the fields as described below.

Field	Description/Instructions
Effective date	The date defaults to current date. This date may not be future dated
Special Tax Withholding Status	This field defaults to None. Change it to "Maintain gross option if "Exempt" status indicated on Line 7 of Form W-4.
W-4 Processing status	This field defaults to None.
Tax Marital Status:	Tax Marital Status defaults to Single. Click either 'Single' or 'Married'. If member elects 'Married at the Higher Single Rate' on the W-4, click 'Single'.
Withholding Allowances:	Withholding Allowances defaults to zero. Enter the number of allowances claimed by the member on IRS Form W-4. Nonresident aliens who are not residents of Canada, Mexico or Puerto Rico cannot claim more than ONE allowance on IRS Form W-4.
Additional Withholding Amount	Enter the dollar amount of additional tax to be withheld monthly. This amount must be whole dollars.
Percentage	Not applicable.
Lock-In Details	The fields in this block are not applicable and will not be used by the USCG application.

Effective Date: 01/01/2001 Find | View All | < 1 of 1 >

'Effective Date: 01/01/2001 This data was last updated by System on 01/01/2001

Special Tax Withholding Status

☒ None ☐ Exempt (not subject to FIT) and do not withhold tax

☐ Maintain gross (no tax WH) will be zero unless specified in 'Additional Withholding' below

W-4 Processing Status: ☒ None ☐ Notification Sent ☐ New W-4 Received

Tax Marital Status: ☐ Single ☒ Married

Withholding Allowances: 5

FWT Additional Amount

Amount: Percentage:

Lock-In Details

☐ Letter Received

Limit On Allowances: 0

Effective Date: 01/01/2001 Find | View All | < 1 of 1 >

'Effective Date: 01/01/2001 This data was last updated by System on 01/01/2001

Special Tax Withholding Status

☒ None ☐ Exempt (not subject to FIT) and do not withhold tax

☐ Maintain gross (no tax WH) will be zero unless specified in 'Additional Withholding' below

W-4 Processing Status: ☒ None ☐ Notification Sent ☐ New W-4 Received

Tax Marital Status: ☐ Single ☒ Married

Withholding Allowances: 5

FWT Additional Amount

Amount: Percentage:

Lock-In Details

☐ Letter Received

Limit On Allowances: 0

Note: No changes are required on this tab unless the member is requesting advanced payment of Earned Income Credit (EIC).

Sample IRS W-5 Form:

Form **W-5** | **Earned Income Credit Advance Payment Certificate** | OMB No. 1545-1342

► Use the current year's certificate only.

Form W-5	Earned Income Credit Advance Payment Certificate	OMB No. 1545-1342
Department of the Treasury Internal Revenue Service	▶ Use the current year's certificate only. ▶ Give this certificate to your employer. ▶ This certificate expires on December 31, 2001.	2001
Print or type your full name		Your social security number
Note: If you get advance payments of the earned income credit for 2001, you must file a 2001 Federal income tax return. To get advance payments, you must have a qualifying child and your filing status must be any status except married filing a separate return.		
1 I expect to be able to claim the earned income credit for 2001, I do not have another Form W-5 in effect with any other current employer, and I choose to get advance EIC payments		Yes No
2 Do you expect to have a qualifying child?		
3 Are you married?		
4 If you are married, does your spouse have a Form W-5 in effect for 2001 with any employer?		
Under penalties of perjury, I declare that the information I have furnished above is, to the best of my knowledge, true, correct, and complete.		
Signature ▶		Date ▶

Form W-5	Earned Income Credit Advance Payment Certificate	OMB No. 1545-1342
Department of the Treasury Internal Revenue Service	▶ Use the current year's certificate only. ▶ Give this certificate to your employer. ▶ This certificate expires on December 31, 2001.	2001
Print or type your full name		Your social security number
Note: If you get advance payments of the earned income credit for 2001, you must file a 2001 Federal income tax return. To get advance payments, you must have a qualifying child and your filing status must be any status except married filing a separate return.		
1 I expect to be able to claim the earned income credit for 2001, I do not have another Form W-5 in effect with any other current employer, and I choose to get advance EIC payments		Yes No
2 Do you expect to have a qualifying child?		
3 Are you married?		
4 If you are married, does your spouse have a Form W-5 in effect for 2001 with any employer?		
Under penalties of perjury, I declare that the information I have furnished above is, to the best of my knowledge, true, correct, and complete.		
Signature ▶		Date ▶

Field	Description/Instructions
Effective date	Copied from the Federal Tax Data 1 tab.
Federal tax data last updated by:	Shows the date the member's federal tax data was last updated.
Exempt From FUT	PeopleSoft will automatically check this field.
Use Total Wages for Multi-Stat Employee	Not used.
Earned Income Credit	<p>Leave default entry of "Not Applicable" unless the member is claiming advance EIC. If the member is entitled to EIC, choose the appropriate filling status from IRS Form W-5.</p> <p>If on the W-5 the member has entered "Yes" in item 1 and item 3 is either blank or "No", choose:</p> <ul style="list-style-type: none"> Single, or Married without spouse filing <p>If on the W-5 the member has entered "Yes" in item 1 and item 3, choose:</p> <ul style="list-style-type: none"> Married with both spouses filing <p>If item 1 of the W-5 is blank or "No", choose:</p> <ul style="list-style-type: none"> Not Applicable

W-5 Processing Status	Not applicable.
W-2 Reporting	Not applicable.

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > **Employee Tax Data**

Federal Tax Data 1 Federal Tax Data 2 **Federal Tax Data 3** State Tax Data 1 State Tax Data 2 Local Tax Data

Evans, Michael A.M. ID: 1059608
Company: CGA Active Coast Guard Employees

Effective Date View All First 1 of 1 Last
Effective Date: 01/01/2001 Federal tax data last updated by System on 01/01/2001 + -
☒ Exempt from FUT ☐ Use Total Wage for Multi_State

Earned Income Credit
☒ Not applicable
☐ Single, or married no sp filing ☐ Married, both spouses filing
W-5 Processing Status
☒ None ☐ Notification Sent ☐ New W-5 Received

W2-Reporting
☐ Statutory Employee ☐ Legal Representative
☐ Deceased ☐ Deferred Compensation
☐ Pension Plan

Save Return to Search Update/Display Include History Connect History

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > **Employee Tax Data**

Federal Tax Data 1 Federal Tax Data 2 **Federal Tax Data 3** State Tax Data 1 State Tax Data 2 Local Tax Data

Evans, Michael A.M. ID: 1059608
Company: CGA Active Coast Guard Employees

Effective Date View All First 1 of 1 Last
Effective Date: 01/01/2001 Federal tax data last updated by System on 01/01/2001 + -
☒ Exempt from FUT ☐ Use Total Wage for Multi_State

Earned Income Credit
☒ Not applicable
☐ Single, or married no sp filing ☐ Married, both spouses filing
W-5 Processing Status
☒ None ☐ Notification Sent ☐ New W-5 Received

W2-Reporting
☐ Statutory Employee ☐ Legal Representative
☐ Deceased ☐ Deferred Compensation
☐ Pension Plan

Save Return to Search Update/Display Include History Connect History

FEDERAL TAX 3	Note:	No changes are required on this tab unless the member is a non-resident alien.
	Field	Description/Instructions
	Effective Date	Copied from the Federal Tax Data 1 tab.
	Country	Enter the member's Country if member is a non-resident alien.
	All other fields on this page	The other fields on this page are not applicable and will not be used in the USCG application.

Effective Date

View All First 1 of 1 Last

Effective Date:

01/01/2001

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Tax Treaty/NR Data

Country:

☐ Form 8233 Recd?

8233 In Effect Date:

Date of Entry:

☐ Form W8-BEN Recd?

W8-BEN In Effect Date:

Treaty ID:

☐ Form W9 Recd?

W9 In Effect Date:

Treaty Exp Date:

Taxpayer ID Number:

Allowable Earnings Codes

View All First 1 of 1 Last

Income Code (for 1042-S)	Max Earnings Eligible Per Year	Tax Rate (after form)	Tax Rate (before form)
	\$0.00	0.000000	0.000000

Effective Date

View All First 1 of 1 Last

Effective Date:

01/01/2001

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Tax Treaty/NR Data

Country:

☐ Form 8233 Recd?

8233 In Effect Date:

Date of Entry:

☐ Form W8-BEN Recd?

W8-BEN In Effect Date:

Treaty ID:

☐ Form W9 Recd?

W9 In Effect Date:

Treaty Exp Date:

Taxpayer ID Number:

Allowable Earnings Codes

View All First 1 of 1 Last


Income Code (for 1042-S)	Max Earnings Eligible Per Year	Tax Rate (after form)	Tax Rate (before form)
	\$0.00	0.000000	0.000000

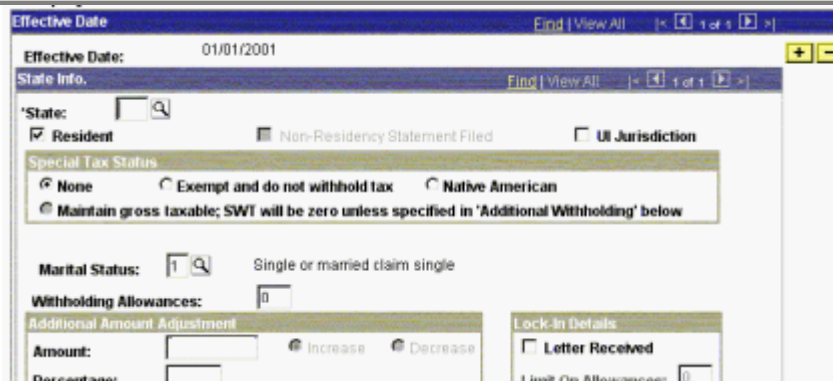
State Tax Tabs

Note: See the [State Tax Withholding Data Entry Procedures](#) topic for more detailed instructions on completing the Stat Tax Data tab

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Field	Description/Instructions
Effective Date	Copied from the Federal Tax Data 1 tab.
State	Enter the member's State of Legal Residence. The drop-down menu lists standard two-letter abbreviation codes to choose from.

	<p>eligibility requirements. The Department of Defense is working on a new DD Form 2058-2 (Native American Income Tax Exemption Certificate) for eligible Native Americans to sign. Until the DD Form 2058-2 is available, the PERSRU will have eligible Native Americans sign DD-2058, State of Legal Residence Certificate, and attach a separate page to the DD-2058 stating the following information:</p> <p>A. Name of the federally recognized tribe to which the member belongs.</p> <p>B. Name of the federally recognized tribal reservation or Indian country the member claims as their domicile (include the name of the state the reservation is located).</p> <p>The "Maintain gross taxable..." option is not used.</p>																				
Marital Status	<p>Click the  button and choose the appropriate state marital status code.</p> <p>If exempt from state taxes, leave this field at the default or current status. Do not change it.</p> <div style="display: flex; justify-content: space-around;"> <table border="1"> <tr><td>1</td><td>Single or married claim single</td></tr> <tr><td>2</td><td>Single Head of Household</td></tr> <tr><td>3</td><td>Married, claiming self</td></tr> <tr><td>4</td><td>Married, claim self and spouse</td></tr> <tr><td>5</td><td>Married filing jointly</td></tr> </table> <table border="1"> <tr><td>1</td><td>Single or married claim single</td></tr> <tr><td>2</td><td>Single Head of Household</td></tr> <tr><td>3</td><td>Married, claiming self</td></tr> <tr><td>4</td><td>Married, claim self and spouse</td></tr> <tr><td>5</td><td>Married filing jointly</td></tr> </table> </div>	1	Single or married claim single	2	Single Head of Household	3	Married, claiming self	4	Married, claim self and spouse	5	Married filing jointly	1	Single or married claim single	2	Single Head of Household	3	Married, claiming self	4	Married, claim self and spouse	5	Married filing jointly
1	Single or married claim single																				
2	Single Head of Household																				
3	Married, claiming self																				
4	Married, claim self and spouse																				
5	Married filing jointly																				
1	Single or married claim single																				
2	Single Head of Household																				
3	Married, claiming self																				
4	Married, claim self and spouse																				
5	Married filing jointly																				
Withholding Allowances	<p>Enter the number of allowances claimed by the member for state tax withholding purposes.</p> <p>If exempt from state taxes, leave this field at the default or current number. Do not change it.</p>																				
Additional Withholding Amount	Enter the whole dollar amount, if any, of additional tax to be withheld monthly.																				
Additional Withholding Percentage	Not used, leave blank.																				
Lock in Details	Not used, leave blank.																				



Effective Date: 01/01/2001

State Info:

State:

☒ Resident ☐ Non-Residency Statement Filed ☐ UI Jurisdiction

Special Tax Status:

☒ None ☐ Exempt and do not withhold tax ☐ Native American

☒ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below

Marital Status: Single or married claim single

Withholding Allowances:

Additional Amount Adjustment

Amount:

Percentage:

Lock-In Details

☐ Letter Received

Limit On Allowances:

Note:	No changes are required on this tab unless the member's State of Legal Residence is Mississippi.
Field	Description/Instructions
Effective Date	Copied from Federal Tax Data 1 tab
State	State of Legal Residence, copied from State Tax Data 1 tab.
Addl Allowances	Not used, leave blank
% of Federal WH (AZ Only)	Not used, leave blank.
Annual Exemption Amt (MS Only)	If the member is a resident of Mississippi, enter the Exemption Amount.
SDI Status	Not used, leave as default "N/A".
Retirement Plan	Not used, leave blank.
Exempt From SUT	Not used, leave checked
California Wage Plan Code	Not used, leave default "State/State".

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Effective Date: 01/01/2001

States

State:

Addl Allowances:

% of Federal WH (AZ Only):

*SDI Status:

Annual Exemption Amt:

Retirement Plan:

Exempt From SUT:

California Wage Plan Code:

Disability/Unemployment Plan:

Effective Date: 01/01/2001

Find | View All | 1 of 1

Find | View All | 1 of 1

State:

Add Allowances:

% of Federal With (AZ Only)

*SDI Status: N/A

Annual Exemption Amt:

Retirement Plan

Exempt from SUI

California Wage Plan Code

Disability/Unemployment Plan: State/State

Carefully review the data you have entered before saving this transaction. Be absolutely sure all that all the data is correct and that you have not made any typographical errors. Be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.

RESERVE HARDSHIPS

WHAT IS A HARDSHIP?

According to chapter 5 of the CG Reserve Policy Manual, extreme community and personal hardships are defined as follows:

1. Extreme community hardship is defined as a situation that, because of a reservist's mobilization, may have a substantially adverse affect on the health, safety or welfare of the community.
2. Extreme personal hardship is defined as a situation that results in an adverse impact on a reservist's dependents resulting from his or her mobilization. Reservists who are single parents or who are married to other military service members do not fall into this category, since these members are expected to be responsible for arranging care for their dependents.

DO YOU HAVE A HARDSHIP?

If you believe you have a hardship, don't wait until you are mobilized to notify your Command. Inform them as soon as possible. They may be able to assist before you have orders in hand. When requesting a hardship, be sure to have all applicable documents when making your request. Your hardship case will be endorsed by your Command and forwarded to your servicing Integrated Support Command (ISC), Force Optimization and Training Branch (FOT). A panel at the ISC will determine the next step will review your request. Results from the panel may include one or more of the following: 1. Member referred to CG Work-Life office for assistance, 2. Member transferred from the Ready Reserve for a given period of time, 3. Member discharged from the service, 4. Mobilization date delayed or deferred, 5. or request denied. Hardship cases are considered on a case-by-case basis. If you have a hardship, early notification to your Command is key to giving them the time to assist you before orders are issued. **Once recalled, you must report.**

Coast Guard Education Quick Reference Guide

Hyperlinks are shown in blue – double click to open.

Program	Eligibility	Description	Revised 3/14/03
College Level Exam Program (CLEP) Transcript Request DANTES - CLEP	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> CLEP General exams is a series of 5 exams, each has a 90-minute time limit. Penalty for guessing CLEP Subject exams each have a 90-minute time limit. Penalty for guessing. Available in about 25 subjects. Administered to military members through DANTES test sites free of charge. USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees sites free of charge. 	
DANTES Subject Standardized Tests (DSST)	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> DSST's are course achievement exams. There are about 37 tests available. They are untimed and there is no penalty for guessing. Administered to military members through DANTES test sites free of charge. USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge. 	
Excelsior College Examinations (ECE)	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> Are used to meet specific college degree requirements. There are about 40 tests available. Each has a 3-hour time limit and there is no penalty for guessing. Administered to military members through DANTES test sites free of charge. 	
College Video/Audio Courses	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> Hollywood style video/audio courses that are loaned to the member free for 120 days (except for the COMEX CLEP General which is limited to 60 days). Should be used along with textbooks and study guides to prepare for most CLEP/DSST/Excelsior tests. Submit DANTES form 1560/36R to ESO 	
Tuition Assistance	Active duty, reservists and civilian employees	<ul style="list-style-type: none"> The Coast Guard Tuition Assistance program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or technical background. Officers must agree to remain on active duty for 12 months after completing a course. Civilian employees must have at least 90 days or prior continuous government service and agree to retain employment with the federal government 1 month for each semester hour of credit taken. Cap is \$4,500 per fiscal year. Paid up front except for courses longer than 18 weeks. Paid at 100% of the cost of an institution's tuition for each course. Maximum payable for college courses per semester hour is \$250.00, or \$166.67 per quarter hour. For VoTech courses that are measured in clock hours, the maximum payable per clock hour is \$16.67. College courses must be regionally accredited and result in college credit. VoTech courses must be approved by the national recognized accrediting commission. Payment is made to the institution, not to the individual. Applications (CG-4147) should be submitted prior to class convening date if the class is less than 18 weeks. Must pay tuition assistance back to the CG within 60 days if you fail or do not complete the course. 	
Top-Up	Members eligible to receive the Chapter 30 (active duty) Montgomery GI Bill (MGIB)	<ul style="list-style-type: none"> Authorizes the VA to pay the member's costs not paid through tuition assistance. Payable for 36 months of courses. The amount of entitlement charged is determined by dividing the amount of the payment by the claimant's full-time institutional monthly rate. Payment is made to the individual, not the institution and is made in one lump-sum payment. File the TA approval form along with the VA Form 22-1990. 	
CG Foundation Grants	Active duty enlisted members	<ul style="list-style-type: none"> Must be in pay grades E-3 to E-9 with two or more years of CG experience and receive a positive endorsement from their CO attesting to the applicants capabilities and motivation to excel (professionally and academically). Administered by the CG Institute. Maximum of \$250 per calendar year. Can be used to cover tuition costs not covered by tuition assistance, assessment fees, application and other administrative fees and miscellaneous expenses (books, etc). Send questions to CGFDN@cginstitute.uscg.mil 	

CG Foundation Grants (continued)		<ul style="list-style-type: none"> Submit CGI Form 1560/10, Claim for Reimbursement for Expenditures on Official Business (SF-1164 (one copy) and receipts not later than 1 December.
<u>Supplemental Education Grant (SEG)</u>	Active duty, selected reserve, retired members, civilian employees, CG Exchange System employees, Auxiliary members, their spouses and dependent children.	<ul style="list-style-type: none"> Effective 1 January 2003, this program is open to all members of the CG family. Reimbursement by CG Mutual Assistance Representative. Maximum of \$150 per calendar year for qualifying members, their spouses and dependent children. Must be enrolled in their first undergraduate (Associate and/or Bachelor) degree or earning a VoTech certificate or seeking a GED. Provides reimbursement for normal fees, books, study guides, supplies, equipment and other documented education costs directly related to the course of study. Members submit Supplemental Education Grant (SEG) Application form (CGMA-10) with proof of enrollment (e.g. a letter from the Registrar's Office) and original receipts.
<u>SAT I: Reasoning Test and ACT Assessment (ACT) Program</u>	Active duty and reservists	<ul style="list-style-type: none"> One of these exams may be administered to military members through DANTES test sites free of charge. Second test free if current test score is required for CG advancement program.
<u>GRE Record Examinations (GRE) and Graduate Management Admission Tests (GMAT)</u>	Active duty and reservists	<ul style="list-style-type: none"> One of these exams may be administered to military members at civilian tests on a reimbursement basis. Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement. Member must also agree to apply for reimbursement within 90 days of the scheduled test date. Will only be reimbursed for the cost of the exam, not for any cancellation fees, late fee, no show fees, etc. Member submits a DANTES GRE General/GMAT Reimbursement Form (DANTES 1560/42) along with a copy of their test scores and receipt to a DANTES Test Control Officer for processing.
<u>GRE Subject Tests</u>	Active duty and reservists	<ul style="list-style-type: none"> Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel. Administered to military members through DANTES test sites free of charge. Given on specific dates, three times per year
<u>Licensing and Certification Tests</u>	Members eligible to receive the Montgomery GI Bill (MGIB) or VEAP	<ul style="list-style-type: none"> Reimbursement by the VA for licensing and certification tests. Tests must be specifically approved for the G.I Bill. VA can pay up to \$2,000 per test but no more than the actual cost of the test. There is no limit to the number of tests a member can take. VA will not pay any other fees connected with obtaining a license or certification.
<u>Certification Programs</u>	Military members. A few programs allow testing of civilians	<ul style="list-style-type: none"> DANTES has agreements with approximately 60 nationally recognized certification associations. Two are currently available at no charge; the automotive Service Excellence examinations and the LCC-Surgical Technologist. (NOT FUNDED FOR USCG). There is a fee for all of the other examinations
<u>United Services Military Apprenticeship Program (USMAP)</u>	Active duty enlisted members	<ul style="list-style-type: none"> Provides recognition of skills learned; recognition nationally as a journeyman in a trade; credit hours at some colleges toward completion of an Associate of Applied Science degree and documented proof of work experience hours earned while on active duty. Must have a high school diploma or GED, and meet the requirements for the journeyman rating. Must be registered in the program. Once registered, must maintain a logbook.
<u>ASVAB</u>	Active duty and reservists	<ul style="list-style-type: none"> Six months waiting period since last test. May take only those portions of the tests needed. The new score regardless if it's higher or lower than previous score becomes the member's new score. Some commands were issued copies of the ASVAB by the USCG Recruiting Center.

<u>ASVAB (continued)</u>		<ul style="list-style-type: none"> Commands not having their own copies should submit a request in writing to their Integrated Support Command (pf) containing the of name of member who requests the retest, the number of times the member has been retested and the date of the last retest. The ISC will loan the command a copy of the test to administer to the individual within 30 days after receipt.
<u>Educational Assessments/ Transcripts</u>	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> Documents a member's military learning experiences – <u>American Council on Education</u> (ACE) reviews and recommends college credit for CG courses. Can combine with transcripts from colleges member previous attended. Member submits CGI Form <u>1560/04e</u> with documentation to his ESO. Updates can be requested when member has completed at least 15 additional semester hours of college, is close to completing degree requirements (within 15 semester hours) or is ready to enroll with a college. Submit <u>CGI 1560/08a</u> to request an update. Needs to be done before a member retires. An official transcript of members learning experience may be forwarded to a school. Member submits <u>CGI 1560/09</u> to the CG Institute.
<u>Degree Plans for Military Recognition Colleges</u>	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> The Coast Guard has a partnership with the <u>University of Phoenix</u>, <u>Excelsior College</u> (formerly Regents), <u>Charter Oak State College</u> and <u>Thomas Edison State College</u>. When an assessment is requested from the CG Institute, a degree plan based on the information the member provided would be prepared for one of these four colleges. If our members enroll in one of these schools via the CG Institute, they are eligible for a discounted rate.
<u>DANTES Independent Study Program (DISC)</u>	Active duty and reservists	<ul style="list-style-type: none"> Contains credit courses offered for all academic levels. Members may select from approximately 6,000 coursed from 40 colleges and universities. Submit DANTES form 1562/31 to their ESO.
<u>DANTES External Degree Program</u>	Active duty and reservists	<ul style="list-style-type: none"> Contains credit-bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student. Programs have minimal or no residency requirements. Submit DANTES form 1526/31 to their ESO.
<u>SkillSoft</u>	Active duty, reservists, civilian employees and auxiliary members	<ul style="list-style-type: none"> Provides over 700 different information technology courses over the internet. No cost to the member. Must register via CGSW.
<u>Servicemembers Opportunity Colleges Coast Guard (SOCCOAST)</u>	Active duty, reservists, civilian employees and their dependents	<ul style="list-style-type: none"> Provides for a network of SOC affiliated institutions to provide specific degree programs geared towards CG specific rates. SOC institutions all agree to maximize the number of credits accepted in transfer from other regionally accredited institutions, limit residency requirements to no more than 25% of the undergraduate degree program, award credit as recommended the American Council on Education (ACE) for learning acquired in military service, and award credit for nationally recognized college level testing programs such as CLEP and DSST. A one-time evaluation of prior learning experiences. College credit for CG schools and rates and ratings. A complete degree plan. Guaranteed course transfer. A home college to award an Associate or Bachelor's degree

Please report any discrepancies to Marc Fagenbaum at ISC Miami. E-mail: Mfagenbaum@ISCMiami.uscg.mil

Servicemembers Opportunity Colleges

Providing Educational Opportunity for Servicemembers



Site Last Updated: 3/25/04



SOCAD

SOC Army Degrees — Associate and bachelor's degree programs for active-duty Army personnel and their family members



SOCNAV

SOC Navy Degrees — Associate and bachelor's degree programs for active-duty Navy personnel and their family members



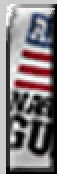
SOCMAR

SOC Marine Corps Degrees — Associate and bachelor's degree programs for active-duty Marine Corps personnel and their family members



SOCOCOAST

SOC Coast Guard Degrees — Associate and bachelor's degree programs for active-duty Coast Guard personnel and their family members



SOCGuard

Education Programs for the Army National Guard — College education opportunities to help recruit and retain high-quality Guard personnel



ConAP

Concurrent Admissions Program for Army Enlistees — Army and Army Reserve recruits select a college at the time of their enlistment in the service

Servicemembers Opportunity Colleges (SOC) colleges and universities are dedicated to helping servicemembers and their families get college degrees. Military students can take courses in their off-duty hours at or near military installations in the United States, overseas, and on Navy ships.

General Information

- [What is SOC?](#)
- [List of SOC Member Institutions 2003-2005](#)

For Colleges

- [How Does Your College or University Become a SOC Member?](#)
- [Application for Institutional Membership](#)
- [SOC Principles and Criteria](#)
- [Responsibilities of SOC Institutional Representatives and SOC Counselors](#)
- [Reserve/Guard Activation and Mobilization](#)
 - [Student Education Resources](#)
 - [Federal Law, State Laws and Governance Policies](#)
 - [Montgomery GI Bill and Student Loan Information](#)
 - [Activation and Mobilization Checklist](#)
 - [Sample Letters to College and Loan Administrators](#)

For Students

- [Why Participate in a SOC Program?](#)
- [Reserve/Guard Activation and Mobilization](#)
 - [Student Education Resources](#)
 - [Federal Law, State Laws and Governance Policies](#)
 - [Montgomery GI Bill and Student Loan Information](#)

- [Activation and Mobilization Checklist](#)
- [Sample Letters to College and Loan Administrators](#)

Publications

- [SOC Guide 2003-2005](#)
- [Opportunity](#)
- [The Military Educator](#)

For additional information, contact:

Servicemembers Opportunity Colleges
1307 New York Avenue, NW
Fifth Floor
Washington, DC 20005-4701
202-667-0079 · 800-368-5622 · fax 202-667-0622

e-mail: socmail@aascu.org



Comments to: socmail@aascu.org

The Law / USERRA

Ombudsman Services and The Law

The ESGR Ombudsmen Services Program was established to address potential problems arising among the nation's employers regarding the phasing out of the "draft" or conscription of people into the military by the Selective Service and the establishment of the all-volunteer force. There was concern that the nation's employers, who were used to some of their employees serving in the National Guard and Reserve as an alternative to compulsory active duty service, might question the necessity of such service in a purely voluntary military system. The Ombudsmen Services Program was established in response. It provides information, counseling, and informal mediation of issues relating to compliance with the [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#).

Trained ESGR volunteers and the Ombudsmen Services national staff are available to promptly respond to inquiries and conflicts presented by employees or employers. (see ESGR Resources page of this Web site, ESGR Committee Contacts section, for local contact listing; use 1-800-336-4590 or About ESGR page of this Web site, Our Staff section, to contact national staff.) More than 95 percent of all such requests for assistance are resolved in this informal process. Many problems result from poor communication between employers and their employees or from a lack of familiarization with the rights and responsibilities of each as defined by law.

Congress provided clear protection for all members of the uniformed services (including non-career National Guard and Reserve members, as well as active duty personnel) in October 1994, with passage of the Uniformed Services Employment and Reemployment Rights Act ([USERRA](#)), Chapter 43 of Title 38, U. S. Code. The Department of Labor is the enforcement authority for [USERRA](#), and it processes all formal complaints of violations of the law. Major sections of the law include:

- Expanding coverage to specifically include the Public Health Service, the Coast Guard, and others designated by the President in time of war or emergency;
- Placing a 5-year limit (with some exceptions) on the cumulative length of time a person may serve in the military and remain eligible for reemployment rights with the pre-service employer;
- Requiring an individual to give written or verbal notice to their employer prior to departure for military service;
- Establishing time limits for reporting back to work, based on the length of time in the uniformed service, rather than on the type of service, and requiring documentation of such service, if available;
- Providing for the continuation of employer provided health insurance (at the service member's request) for an 18-month period, with payment of up to 102 percent of the full premium by the servicemember;
- Requiring that an employee's military service not be considered a break in employment for pension benefit purposes, and providing that the person's military service must be considered service with an employer for vesting and benefit accrual

Outstanding Employers

ESGR Programs ▶

The Law / USERRA ▶

Statement of Support

Online Forms ▶

Tips for Military Members

FAQ for Military Members

Information About ESGR ▶

ESGR News ▶

Related Sites

Mil. Members Area Main

EMPLOYERS
information area

quick links ▶

ESGR VOLUNTEERS
information area

quick links ▶

purposes;

- Providing that the U.S. Department of Labor Veterans' Employment and Training Service (VETS) shall assist all employees, including federal government workers.

Significant changes in military leave of absence management include:

- An employee no longer requests permission to be absent for military leave but rather provides notification of pending military service.
- There is no longer any differentiation between voluntary and involuntary service
- An employee cannot be required to use earned vacation or similar leave days for military leave of absence
- Military service will not be counted as time away from the employer for retirement purposes (Federal employees should review the Code of Federal Regulations, series 5 CFR 353.201-210 for details related to their employment.)

The Act seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.

Key features of the Uniformed Services Employment and Reemployment Rights Act of 1994 ([USERRA](#)):

[USERRA](#), enacted in October 1994 (and significantly updated in 1996 and 1998), provides reemployment protection and other benefits for veterans and employees who perform military service. It clarifies the rights and responsibilities of National Guard and Reserve members, as well as their civilian employers. [USERRA](#) was significantly updated in 1996 and 1998. It applies almost universally to all employers-including the federal government-regardless of the size of their business.

Federal law. No law, policy, practice, etc. that would diminish the rights established in [USERRA](#) takes precedence over the provisions of [USERRA](#). Conversely, [USERRA](#) does not supersede, nullify, or diminish any federal or state law, or company policy, union agreement, practice or contract that provides greater rights or benefits to service members.

Applicability. [USERRA](#) applies to all employers in the United States, regardless of the size of their business. It protects part-time positions, unless the employment is for a brief, non-recurring period and is not expected to last indefinitely or for a significant period. [USERRA](#) does not protect independent contractors and others considered to be self-employed.

Definitions. Section 4303 contains a number of definitions, which must be kept in mind when applying the law to a civilian employment rights scenario. For example, the law protects persons who perform service in the uniformed services. "Service" includes active or inactive duty under federal authority, but does not include state call-ups of members of the Army or Air National Guard (The term "employer," as it applies to National Guard technicians, refers to the Adjutant General of the state. Thus, National Guard technicians on other than active or inactive duty for training are considered to be state employees and are not afforded protection under [USERRA](#).) "Uniformed services" includes the active and Reserve components of the Armed Forces, the Army and Air National Guard, the Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Discrimination. [USERRA](#) prohibits discrimination in hiring, retention, promotions,

or other benefits of employment against a person because that person "is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service...." In addition, employers are prohibited from reprisal against anyone who exercises [USERRA](#) rights or anyone who assists in the exercise of those rights by testifying or otherwise participating in an investigation, even if that person has no military connection.

Eligibility. In order to qualify for reemployment rights following military service, you must meet the following five eligibility criteria: you must have left a civilian job; you must have given notice that you were leaving to perform military service; the cumulative period of service must not have exceeded five years (there are exceptions); you must have been released from service under honorable or general conditions; and, you must have reported back to work or applied for reemployment within time constraints prescribed by law.

Notice. Under [USERRA](#), you (or an officer from your command) must give your employer advance notice (either written or verbal) of upcoming military service of any type. Otherwise, you will not be eligible for reemployment protection following the period of military service. The only exceptions to the notification requirement would be if the giving of notice is precluded by military necessity (e.g. a classified recall) or if it is otherwise impossible or unreasonable to give notice. These exceptions to the notice requirement are expected to be very rare. Your best course of action is to give as much advance notice to your employer as possible. For an example of a [notice letter from a commanding officer \(in MS Word format\)](#), [click here](#).

Five-year limit. [USERRA](#) sets a 5-year cumulative limit on the amount of military leave you can perform and retain reemployment rights with a given employer. If you get a new employer, you get a new 5-year limit. There are some important exceptions to the 5-year limit. If you are unable to obtain release or if service is required to complete an initial period of obligated service, that time of service is exempt (examples: An initial enlistment may last more than 5 years, such as for nuclear power training. In this case, an employee retains reinstatement rights with the employer. If an employee was hospitalized for or is convalescing from an illness or injury incurred in, or aggravated during military service, the limit may be extended up to an additional 2 years.) Drills (inactive duty training), annual training, involuntary active duty extensions (including training certified as necessary by your service), and recalls due to a war or national emergency are not counted in the 5-year cumulative total.

[USERRA](#) clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service. [USERRA](#) clarifies that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on nonmilitary leaves of absence.

If you were employed by the same employer both before and after [USERRA](#)'s effective date of December 12, 1994, duty that you performed under the previous law will count against the [USERRA](#) 5-year limit.

Reemployment procedures. The type of military duty performed doesn't relate to getting your job back. Reinstatement is strictly based on the duration of the uniformed service. For periods of military service up to 30 days, you must report back to work at the next regularly scheduled shift on the day following release from the military, safe travel home, and eight hours of rest. For longer periods of services, reinstatement is not necessarily immediate, but should be within a matter of days or at most a few weeks. Following a period of service of 31-180 days, you must apply for reemployment within 14 days following release. Following a period of service of 181 days or more, you must apply for reemployment within 90 days after release. In applying for reemployment, you should identify yourself, state that you left that employer to perform military service, that you have completed the service and want

to be reinstated. Failure to return to work or apply for reemployment within the specified time limits through your own fault does not necessarily forfeit your reemployment rights, but makes you subject to the employer's rules concerning unauthorized absence from work.

Reemployment position. Employees returning from military service must be reemployed in the job that they would have attained had they not been absent for military service (the long-standing 'escalator' principle) and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Reasonable efforts must be made to enable returning employees to refresh or upgrade their skills to enable them to qualify for reemployment. If refresher training is not successful, [USERRA](#) provides that the employee must be reinstated in a position that most nearly approximates that position originally held. Employees who are disabled (temporarily or permanently) due to military service must also be accommodated in a position most nearly approximating the original position.

Reemployment entitlements. Following a period of military service, if you meet the eligibility criteria discussed above, you have a number of specific entitlements. You are entitled to prompt reemployment. You are entitled to seniority, seniority-related benefits (including pension), status, and rate of pay as if you were continuously employed during the military absence. You are entitled to immediate reinstatement of health insurance for you and previously covered dependents, with no waiting period and no exclusion of preexisting conditions, except conditions determined by the Government to be service-connected. You are entitled to training or retraining by your employer if that is necessary to qualify you for the reemployment. If you were disabled while on military duty, or a disability is aggravated by military service, your employer must make reasonable efforts to accommodate the disability. If your period of service was 181 days or more, you are protected from discharge, except for cause, for one year. If the service was for 31-180 days, the period of protection from discharge is 180 days.

Documentation. Following a period of service of 31 days or more, be prepared to provide documentation to the employer which establishes that: your application for reemployment was timely; you have not exceeded the cumulative 5-year limit; and, the character of your service was "honorable" (i.e., you did not receive a punitive type of discharge). If the documentation is not readily available, or doesn't exist, the employer can't deny you reemployment, but if documentation later becomes available that shows you did not qualify for reemployment, the employer may immediately terminate you. Suggested forms of documentation could include a DD-214, endorsed orders, or a letter from your command.

Health Care. If the period of service is 30 days or less, you pay the normal employee cost, if any, for the coverage. [USERRA](#) provides that you may elect to continue employer-provided health insurance for a period up to the first 18 months of your military service. If the period of service is 31 days or more, you could be required to pay up to 102 percent of the total premium. In addition to this special entitlement, you are also entitled to any non-seniority-related benefits that the employer offers to employees on nonmilitary leaves of absence (e.g. jury duty).

Pensions. Under [USERRA](#), all pension plans in which benefits are earned for length of service are protected.

Vacations. For a period of military service, you may elect to use any personal vacation you have accrued with your employer. The employer cannot require you to use vacation. You do not accrue civilian vacation during a period of military service unless your employer provides this as a benefit for employees on a nonmilitary, non-pay leave of absence of similar duration.

Assistance and enforcement. If you are a Reserve component member and experience employment problems because of your military obligations, you should first notify your command. Often a commander or legal officer can provide prompt and effective assistance in resolving disputes between you and your civilian

employer. If local efforts fail, contact Ombudsmen Services at ESGR National Headquarters (telephone: 1-800-336-4590 or DSN 426-1390/91; Web site - www.esgr.org.) Ombudsmen are trained to provide information and informal mediation assistance. Of those situations that are brought to the Ombudsmen, they have been able to resolve greater than 95 percent. Situations that are complex or beyond the scope of informal resolution will be immediately referred to the U.S. Department of Labor Veterans' Employment and Training Service (VETS), or you can contact them at your local listing.

Offices of Directors, Veterans' Employment and Training Service (DVETs) U.S.
DEPARTMENT OF LABOR

Alabama, Montgomery	334/223-7677
Alaska, Juneau	907/465-2723
Arizona, Phoenix	602/379-4961
Arkansas, Little Rock	501/682-3786
California, Sacramento	916/654-8178
Colorado, Denver	303/844-2151
Connecticut, Wethersfield	860/263-6490
Delaware, Newark	302/761-8138
Dist. of Col., Washington	202/698-6271
Florida, Tallahassee	850/877-4164
Georgia, Atlanta	404/656-3127
Hawaii, Honolulu	808-522-8216
Idaho, Boise	208/334-6163
Illinois, Chicago	312/793-3433
Indiana, Indianapolis	317/232-6804
Iowa, Des Moines	515/281-9061
Kansas, Topeka	785/296-5032
Kentucky, Frankfort	502/564-7062
Louisiana, Baton Rouge	225/389-0339
Maine, Lewiston	207/753-9090
Maryland, Baltimore	410/767-2110
Massachusetts, Boston	617/626-6699
Michigan, Detroit	313/876-5613
Minnesota, St. Paul	651/296-3665
Mississippi, Jackson	601/961-7588
Missouri, Jefferson City	573/751-3921
Montana, Helena	406/449-5431
Nebraska, Lincoln	402/437-5289
Nevada, Carson City	775/687-4632
New Hampshire, Concord	603/225-1424
New Jersey, Trenton	609/292-2930

New Jersey, Trenton	609/292-2930
New Mexico, Albuquerque	505/346-7502
New York, Albany	518/457-7465
North Carolina, Raleigh	919/733-7402
North Dakota, Bismarck	701/250-4337
Ohio, Columbus	614/466-2768
Oklahoma, Oklahoma City	405/231-5088
Oregon, Salem	503/947-1490
Pennsylvania, Harrisburg	717/787-5834
Puerto Rico/VI, Hato Rey	787/754-5391
Rhode Island, Providence	401/528-5134
South Carolina, Columbia	803/253-7649
South Dakota, Aberdeen	605/626-2325
Tennessee, Nashville	615/741-2135
Texas	512/463-2814
Utah, Salt Lake City	801/524-5703
Vermont, Montpelier	802/828-4441
Virginia, Richmond	804/786-7270
Washington, Olympia	360/438-4600
West Virginia, Charleston	304/558-4001
Wisconsin, Madison	608/266-3110
Wyoming, Casper	307/261-5454

For more information on the [USERRA](#) law* and the ESGR Ombudsmen Services program, visit these locations on this page:

[Uniformed Services Employment and Reemployment Rights Act of 1994](#)
[Ombudsman Services Program](#)

Law Review Archive: [Reserve Officers Association](#) provides an archive of legal articles that cover specific situations. They can be found at http://www.roa.org/home/law_review_archive.asp.

*If you have a specific question about the [USERRA](#) law, you're likely to find the answer most quickly in the "Frequently Asked Questions" section of either the [Employers](#) or [Nat'l Guard and Reserve Members](#) pages of this Web site.

**A Non-Technical Resource Guide
to the
Uniformed Services Employment and Reemployment
Rights Act
(USERRA)**

**The U.S. Department of Labor
Veterans Employment and Training Service**

September 2003

Introduction

The Department of Labor's Veterans' Employment and Training Service provides this guide to enhance the public's access to information about the application of the Uniformed Services Employment and Reemployment Rights Act (USERRA) in various circumstances. Aspects of the law may change over time. Every effort will be made to keep the information provided up-to-date.

USERRA applies to virtually all employers, including the Federal Government. While the information presented herein applies primarily to private employers, there are parallel provisions in the statute that apply to Federal employers. Specific questions should be addressed to the State director of the Veterans' Employment and Training Service listed in the government section of the telephone directory under U.S. Department of Labor.

Information about USERRA is also available on the Internet. An interactive system, "The USERRA Advisor," answers many of the most-often asked questions about the law. It can be found in the "E-Laws" section of the Department of Labor's home page. The Internet address is *<http://www.dol.gov>*.

Disclaimer

This user's guide is intended to be a non-technical resource for informational purposes only. Its contents are not legally binding nor should it be considered as a substitute for the language of the actual statute.

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Employment and Reemployment Rights

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), enacted October 13, 1994 (Title 38 U.S. Code, Chapter 43, Sections 4301-4333, Public Law 103-353), significantly strengthens and expands the employment and reemployment rights of all uniformed service members.

Who's eligible for reemployment?

“Service in the uniformed services” and “uniformed services” defined -- (38 U.S.C. Section 4303 (13 & 16))

Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty.
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.
- Funeral honors duty performed by National Guard or reserve members.
- Duty performed by intermittent disaster response personnel for the Public Health Service, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See Title 42, U.S. Code, section 300hh-11(e).

The "uniformed services" consist of the following:

- Army, Navy, Marine Corps, Air Force, or Coast Guard.
- Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned Corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

"Brief Nonrecurrent" positions (Section 4312(d)(1)(C))

The new law provides an exemption for preservice positions that are "brief or nonrecurrent and that cannot reasonably be expected to continue indefinitely or for a significant period."

Advance Notice (Section 4312(a)(1))

The law requires all employees to provide their employers with advance notice of military service.

Notice may be either written or oral. It may be provided by the employee or by an appropriate officer of the branch of the military in which the employee will be serving. However, no notice is required if:

- military necessity prevents the giving of notice; or
- the giving of notice is otherwise impossible or unreasonable.

"Military necessity" for purposes of the notice exemption is to be defined in regulations of the Secretary of Defense. These regulations will be immune from court review.

Duration of Service (Section 4312(c))

The cumulative length service that causes a person's absences from a position may not exceed five years.

Most types of service will be cumulatively counted in the computation of the five-year period.

Exceptions . Eight categories of service are exempt from the five-year limitation. These include:

- (1) **Service required beyond five years to complete an initial period of obligated service (Section 4312 (c)(1)).** Some military specialties, such as the Navy's nuclear power program, require initial active service obligations beyond five years.
- (2) **Service from which a person, through no fault of the person, is unable to obtain a release within the five year limit (Section 4312(c)(2)).** For example, the five-year limit will not be applied to members of the Navy or Marine Corps whose obligated service dates expire while they are at sea.

Nor will it be applied when service members are involuntarily retained on active duty beyond the expiration of their obligated service date. This was the experience of some persons who served in Operations Desert Shield and Storm.

- (3) **Required training for reservists and National Guard members (Section 4312(c)(3)).** The two-week annual training sessions and monthly weekend drills mandated by statute for reservists and National Guard members are exempt from the five-year limitation. Also excluded are additional training requirements certified in writing by the Secretary of the service concerned to be necessary for individual professional development.
- (4) **Service under an involuntary order to, or to be retained on, active duty during domestic emergency or national security related situations (Section 4312(c)(4)(A)).**
- (5) **Service under an order to, or to remain on, active duty (other than for training) because of a war or national emergency declared by the President or Congress (Section 4312(c)(4)(B)).** This category includes service not only by persons involuntarily ordered to active duty, but also service by volunteers who receive orders to active duty.
- (6) **Active duty (other than for training) by volunteers supporting "operational missions" for which Selected Reservists have been ordered to active duty without their consent (Section 4312(c)(4)(c)).** Such operational missions involve circumstances other than war or national emergency for which, under presidential authorization, members of the Selected Reserve may be involuntarily ordered to active duty under Title 10, U.S.C. Section 12304. The recent U.S. military involvement in support of restoration of democracy in Haiti ("Uphold Democracy") was such an operational mission as is the current (as of 1998) operation in Bosnia ("Joint Endeavor").

This sixth exemption for the five-year limitation covers persons who are called to active duty after volunteering to support operational missions. Persons involuntarily ordered to active duty for operational missions would be covered by the fourth exemption, above.

- (7) **Service by volunteers who are ordered to active duty in support of a "critical mission or requirement" in times other than war or national emergency and when no involuntary call up is in effect (Section 4312 (c)(4)(D)).** The Secretaries of the various military branches each have authority to designate a military operation as a critical mission or requirement.

- (8) **Federal service by members of the National Guard called into action by the President to suppress an insurrection, repel an invasion, or to execute the laws of the United States (Section 4312(c)(4)(E)).**

Disqualifying service (Section 4304)

When would service be disqualifying? The statute lists four circumstances:

- (1) Separation from the service with a dishonorable or bad conduct discharge.
- (2) Separation from the service under other than honorable conditions. Regulations for each military branch specify when separation from the service would be considered "other than honorable."
- (3) Dismissal of a commissioned officer in certain situations involving a court martial or by order of the President in time of war **(Section 1161(a) of Title 10)**.
- (4) Dropping a individual from the rolls when the individual has been absent without authority for more than three months or who is imprisoned by a civilian court. **(Section 1161(b) of Title 10)**

Reporting back to work (Section 4312(e))

Time limits for returning to work now depend, with the exception of fitness-for-service examinations, on the duration of a person's military service.

Service of 1 to 30 days. The person must report to his or her employer by the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period. For example, an employer cannot require a service member who returns home at 10:00 p.m. to report to work at 12:30 a.m. that night. But the employer can require the employee to report for the 6:00 a.m. shift the next morning.

If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible.

Fitness Exam. The time limit for reporting back to work for a person who is absent from work in order to take a fitness-for-service examination is the same as the one above for persons who are absent for 1 to 30 days. This period will apply regardless of the length of the person's absence.

Service of 31 to 180 days. An application for reemployment must be submitted no later than 14 days after completion of a person's service. If submission of a timely application is impossible or unreasonable through no fault of the person, the application must be submitted as soon as possible. If the 14th day falls on a day when the offices are not open, or there is otherwise no one available to accept the application, the time extends to the next business day.

Service of 181 or more days. An application for reemployment must be submitted no later than 90 days after completion of a person's military service. If the 90th day falls on a day when the offices are not open, or there is otherwise no one available to accept the application, the time extends to the next business day.

Disability incurred or aggravated. The reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing because of a disability incurred or aggravated during the period of military service.

The two-year period will be extended by the minimum time required to accommodate a circumstance beyond an individual's control that would make reporting within the two-year period impossible or unreasonable.

Unexcused delay. Are a person's reemployment rights automatically forfeited if the person fails to report to work or to apply for reemployment within the required time limits? No. But the person will then be subject to the employer's rules governing unexcused absences.

Documentation upon return (Section 4312(f))

An employer has the right to request that a person who is absent for a period of service of 31 days or more provide documentation showing that:

- the person's application for reemployment is timely;
- the person has not exceeded the five-year service limitation; and
- the person's separation from service was other than disqualifying under **Section 4304**.

Unavailable documentation . Section: 4312(f)(3)(A). If a person does not provide satisfactory documentation because it's not readily available or doesn't exist, the employer still must promptly reemploy the person. However, if, after reemploying the person, documentation becomes available that shows one or more of the reemployment requirements were not met, the employer may terminate the person. The termination would be effective as of that moment. It would not operate retroactively.

Pension contributions. Section 4312(f)(3)(B). Pursuant to **Section 4318**, if a person has been absent for military service for 91 or more days, an employer may delay making retroactive pension contributions until the person submits satisfactory documentation. However, contributions will still have to be made for persons who are absent for 90 or fewer days.

How to place eligible persons in a job

Length of service -- Section 4313(a)

Except with respect to persons who have a disability incurred in or aggravated by military service, the position into which a person is reinstated is based on the length of a person's military service.

1 to 90 days. Section 4313(a)(1)(A) & (B). A person whose military service lasted 1 to 90 days must be "promptly reemployed" in the following order of priority:

- (1) **(Section 4313(a)(1)(A))** in the job the person would have held had the person remained continuously employed, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer to qualify the person; or, **(B)** in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
- (2) if the employee cannot become qualified for either position described above (other than for a disability incurred in or aggravated by the military service) even after reasonable employer efforts, the person is to be reemployed in a position that is the nearest approximation to the positions described above (in that order) which the person is able to perform, with full seniority. **(Section 4313(a)(4))**

With respect to the first two positions, employers do not have the option of offering other jobs of equivalent seniority, status, and pay.

91 or more days. Section 4313(a)(2). The law requires employers to promptly reemploy persons returning from military service of 91 or more days in the following order of priority:

- (1) **Section 4313(a)(2)(A).** In the job the person would have held had the person remained continuously employed, or a position of like seniority status and pay, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer to qualify the person; or, **(B)** in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status, and pay the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
- (2) **Section 4313(a)(4).** If the employee cannot become qualified for the position either in (A) or (B) above: in any other position of lesser status and pay, but that most nearly approximates the above positions (in that order) that the employee is qualified to perform with full seniority.

"Escalator" position . The reemployment position with the highest priority in the reemployment schemes reflects the "escalator" principle that has been a key concept in federal veterans' reemployment legislation. The escalator principle requires that each returning service member actually step back onto the seniority escalator at the point the person would have occupied if the person had remained continuously employed.

The position may not necessarily be the same job the person previously held. For instance, if the person would have been promoted with reasonable certainty had the person not been absent, the person would be entitled to that promotion upon reinstatement. On the other hand, the position could be at a lower level than the one previously held, it could be a different job, or it could conceivably be in layoff status.

Qualification efforts. Employers must make reasonable efforts to qualify returning service members who are not qualified for reemployment positions that they otherwise would be entitled to hold for reasons other than a disability incurred or aggravated by military service.

Employers must provide refresher training, and any training necessary to update a returning employee's skills in situation where the employee is no longer qualified due to technological advances. Training will not be required if it is an undue hardship for the employer, as discussed below.

If reasonable efforts fail to qualify a person for the first and second reemployment positions in the above schemes, the person must be placed in a position of equivalent or nearest approximation and pay that the person is qualified to perform (the third reemployment position in the above schemes).

"Prompt" reemployment. Section 4313(a). The law specifies that returning service members be "promptly reemployed." What is prompt will depend on the circumstances of each individual case. Reinstatement after weekend National Guard duty will generally be the next regularly scheduled working day. On the other hand, reinstatement following five years on active duty might require giving notice to an incumbent employee who has occupied the service member's position and who might possibly have to vacate that position.

Disabilities incurred or aggravated while in Military Service Section 4313(a)(3).

The following three-part reemployment scheme is required for persons with disabilities incurred or aggravated while in Military Service:

- (1) The employer must make reasonable efforts to accommodate a person's disability so that the person can perform the position that person would have held if the person had remained continuously employed.
- (2) If, despite reasonable accommodation efforts, the person is not qualified for the position in **(1)** due to his or her disability, the person must be employed in a position of equivalent seniority, status, and pay, so long as the employee is qualified to perform the duties of the position or could become qualified to perform them with reasonable efforts by the employer.
- (3) If the person does not become qualified for the position in either (1) or (2), the person must be employed in a position that, consistent with the circumstances of that person's case, most nearly approximates the position in (2) in terms of seniority, status, and pay.

The law covers all employers, regardless of size.

Conflicting reemployment claims Section 4313(b)(1) & (2)(A).

If two or more persons are entitled to reemployment in the same position, the following reemployment scheme applies:

- The person who first left the position has the superior right to it.
- The person without the superior right is entitled to employment with full seniority in any other position that provides similar status and pay in the order of priority under the reemployment scheme otherwise applicable to such person.

Changed circumstances Section 4312(d)(1)(A)).

Reemployment of a person is excused if an employer's circumstances have changed so much that reemployment of the person would be impossible or unreasonable. A reduction-in-force that would have included the person would be an example.

Undue hardship Section 4312(d)(1)(B).

Employers are excused from making efforts to qualify returning service members or from accommodating individuals with service-connected disabilities when doing so would be of such difficulty or expense as to cause "undue hardship."

Rights of reemployed persons

Seniority rights Section 4316(a)

Reemployed service members are entitled to the seniority and all rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

A right or benefit is seniority-based if it is determined by or accrues with length of service. On the other hand, a right or benefit is not seniority-based if it is compensation for work performed or is subject to a significant contingency.

Rights not based on seniority Section 4316(b).

Departing service members must be treated as if they are on a leave of absence. Consequently, while they are away they must be entitled to participate in any rights and benefits not based on seniority that are available to employees on nonmilitary leaves of absence, whether paid or unpaid. If there is a variation among different types of nonmilitary leaves of absence, the service member is entitled to the most favorable treatment so long as the nonmilitary leave is comparable. For example, a three-day bereavement leave is not comparable to a two-year period of active duty.

The returning employees shall be entitled not only to nonseniority rights and benefits available at the time they left for military service, but also those that became effective during their service.

Forfeiture of rights. Section 4316(b)(2)(A)(ii). If, prior to leaving for military service, an employee knowingly provides clear written notice of an intent not to return to work after military service, the employee waives entitlement to leave-of-absence rights and benefits not based on seniority.

At the time of providing the notice, the employee must be aware of the specific rights and benefits to be lost. If the employee lacks that awareness, or is otherwise coerced, the waiver will be ineffective.

Notices of intent not to return can waive only leave-of-absence rights and benefits. They cannot surrender other rights and benefits that a person would be entitled to under the law, particularly reemployment rights.

Funding of benefits. Section 4316(b)(4). Service members may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave of absence would be required to pay.

Pension/retirement plans

Pension plans, Section 4318, which are tied to seniority, are given separate, detailed treatment under the law. The law provides that:

- **Section 4318(a)(2)(A).** A reemployed person must be treated as not having incurred a break in service with the employer maintaining a pension plan;
- **Section 4318(a)(2)(B).** Military service must be considered service with an employer for vesting and benefit accrual purposes;
- **Section 4318(b)(1).** The employer is liable for funding any resulting obligation; and
- **Section 4318(b)(2).** The reemployed person is entitled to any accrued benefits from employee contributions only to the extent that the person repays the employee contributions.

Covered plan. Section 4318. A "pension plan" that must comply with the requirements of the reemployment law would be any plan that provides retirement income to employees until the termination of employment or later. Defined benefits plans, defined contribution plans, and profit sharing plans that are retirement plans are covered.

Multi-employer plans. Section 4318(b)(1). In a multi-employer defined contribution pension plan, the sponsor maintaining the plan may allocate the liability of the plan for pension benefits accrued by persons who are absent for military service. If no allocation or cost-sharing arrangement is provided, the full liability to make the retroactive contributions to the plan will be allocated to the last employer employing the person before the period of military service or, if that employer is no longer functional, to the overall plan.

Within 30 days after a person is reemployed, an employer who participates in a multi-employer plan must provide written notice to the plan administrator of the person's reemployment. **(4318(c))**

Employee contribution repayment period. Section 4318(b)(2). Repayment of employee contributions can be made over three times the period of military service but no longer than five years.

Calculation of contributions. Section 4318(b)(3)(A). For purposes of determining an employer's liability or an employee's contributions under a pension benefit plan, the employee's compensation during the period of his or her military service will be based on the rate of pay the employee would have received from the employer but for the absence during the period of service.

Section 4318(b)(3)(B). If the employee's compensation was not based on a fixed rate, the determination of such rate is not reasonably certain, on the basis of the employee's average rate of compensation during the 12-month period immediately preceding such period (or, if shorter, the period of employment immediately preceding such period).

Vacation pay Section 4316(d).

Service members must, at their request, be permitted to use any vacation that had accrued before the beginning of their military service instead of unpaid leave. However, it continues to be the law that service members cannot be forced to use vacation time for military service.

Health benefits Section 4317

The law provides for health benefit continuation for persons who are absent from work to serve in the military, even when their employers are not covered by COBRA. (Employers with fewer than 20 employees are exempt for COBRA.) **Section 4317(a)(1).**

If a person's health plan coverage would terminate because of an absence due to military service, the person may elect to continue the health plan coverage for up to 18 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. The person cannot be required to pay more than 102 percent of the full premium for the coverage. If the military service was for 30 or fewer days, the person cannot be required to pay more than the normal employee share of any premium.

Exclusions/waiting periods. Section 4317(b). A waiting period or exclusion cannot be imposed upon reinstatement if health coverage would have been provided to a person had the person not been absent for military service. However, an exception applies to disabilities determined by the Secretary of Veterans' Affairs (VA) to be service-connected.

Multi-employer. Section 4317(a)(3). Liability for employer contributions and benefits under multi-employer plans is to be allocated by the plan sponsor in such manner as the plan sponsor provides. If the sponsor makes no provision for allocation, liability is to be allocated to the last employer employing the person before the person's military service or, if that employer is no longer functional, to the plan.

Protection from discharge

Persons returning from active duty for training were not explicitly protected under the old law. Under USERRA, a reemployed employee may not be discharged without cause as follows:

- **Section 4316(c)(1).** For one year after the date of reemployment if the person's period of military service was for more than six months (181 days or more).
- **Section 4316(c)(2).** For six months after the date of reemployment if the person's period of military service was for 31 to 180 days.

Persons who serve for 30 or fewer days are not be protected from discharge without cause. However, they are protected from discrimination because of military service or obligation.

Protection from discrimination and retaliation

Discrimination -- Section 4311.

Section 4311(a). Employment discrimination because of past, current, or future military obligations is prohibited. The ban is broad, extending to most areas of employment, including:

- hiring
- promotion
- reemployment
- termination
- benefits

Persons protected. Section 4311(a). The law protects from discrimination past members, current members, and persons who apply to be a member of any of the branches of the uniformed services.

Previously, only Reservists and National Guard members were protected from discrimination. Under USERRA, persons with past, current, or future obligations in all branches of the military are also protected.

Standard/burden of proof. Section 4311(c). If an individual's past, present, or future connection with the service is a motivating factor in an employer's adverse employment action against that individual, the employer has committed a violation, unless the employer can prove that it would have taken the same action regardless of the individual's connection with the service. The burden of proof is on the employer once a *prima facie* case is established.

The enacted law clarifies that liability is possible when service connection is just one of an employer's reasons for the action. To avoid liability, the employer must prove that a reason other than service connection would have been sufficient to justify its action.

Both the standard and burden of proof now set out in the law apply to all cases, regardless of the date of the cause of action, including discrimination cases arising under the predecessor ("VRR") law.

Reprisals

Employers are prohibited from retaliating against anyone:

- who files a complaint under the law;
- who testifies, assists or otherwise participates in an investigation or proceeding under the law; or
- who exercises any right provided under the law.
- whether or not the person has performed military service (**section 4311(b)**).

How the law is enforced

Department of Labor

Regulations. Section 4331(a). The Secretary of Labor is empowered to issue regulations implementing the statute. Previously, the Secretary lacked such authority. However, certain publications issued by the U.S. Department of Labor had been accorded "a measure of weight" by the courts.

Veterans' Employment and Training Service. Reemployment assistance will continue to be provided by the Veterans' Employment and Training Service (VETS) of the Department of Labor. **Section 4321.** VETS investigates complaints and attempts to resolve them. Filing of complaints with VETS is optional. **Section 4322.**

Access to documents. Section 4326(a). The law gives VETS a right of access to examine and duplicate employer and employee documents that it considers relevant to an investigation. VETS also has the right of reasonable access to interview persons with information relevant to the investigation.

Subpoenas. Section 4326(b). The law authorizes VETS to subpoena the attendance and testimony of witnesses and the production of documents relating to any matter under investigation.

Government-assisted court actions

Section 4323(a)(1). Persons whose complaints are not successfully resolved by VETS may request that their complaints be submitted to the Attorney General for possible court action. If the Attorney General is satisfied that a complaint is meritorious, the Attorney General may file a court action on the complainant's behalf.

Private court actions Section 4323(a).

Individuals continue to have the option to privately file court actions. They may do so if they have chosen not to file a complaint with VETS, have chosen not to request that VETS refer their complaint to the Attorney General, or have been refused representation by the Attorney General.

Double damages. Section 4323(d)(1)(C). Award of back pay or lost benefits may be doubled in cases where violations of the law are found to be "willful." "Willful" is not defined in the law, but the law's legislative history indicates the same definition that the U.S. Supreme Court has adopted for cases under the Age Discrimination in Employment Act should be used. Under that definition, a violation is willful if the employer's conduct was knowingly or recklessly in disregard of the law.

Fees. Section 4323(h)(2). The law, at the court's discretion, allows for awards of attorney fees, expert witness fees, and other litigation expenses to successful plaintiffs who retain private counsel. Also, the law bans charging of court fees or costs against anyone who brings suit (4323(c)(2)(A)).

Declaratory judgments. Section 4323(f). Only persons claiming rights under the law may bring lawsuits. According to the law's legislative history, its purpose is to prevent employers, pension plans, or unions from filing actions for declaratory judgments to determine potential claims of employees.

Service Member Checklist

Service Member Obligations	Yes	No	Comments	Reference
1. Did the service member hold a job other than one that was brief, nonrecurring? (exception would be discrimination cases.)				Page 1
2. Did the service member notify the employer that he/she would be leaving the job for military training or service?				Page 2
3. Did the service member exceed the 5-year limitation limit on periods of service? (exclude exception identified in the law)				Page 2
4. Was the service member discharged under conditions other than disqualifying under section 4304?				Page 4
5. Did the service member make application or report back to the pre-service employer in a timely manner?				Page 4
6. When requested by the employer, did the service member provide readily available documentation showing eligibility for reemployment?				Page 5
7. Did the service member whose military leave exceeded 30 days elect to continue health insurance coverage? The employer is permitted to charge up to 102% of the entire premium in these cases.				Page 11

Employer Obligations

Employer Obligations:	Yes	No	Comments	Reference
1. Did the service member give advance notice of military service to the employer? (This notice can be written or verbal)				Page 2
2. Did the employer allow the service member a leave of absence? The employer cannot require that vacation or other personal leave be used.				Page 11
3. Upon timely application for reinstatement, did the employer timely reinstate the service member to his/her escalator position?				Page 6
4. Did the employer grant accrued seniority as if the returning service member had been continuously employed? This applies to the rights and benefits determined by seniority, including status, rate of pay, pension vesting, and credit for the period for pension benefit computations.				Page 9
5. Did the employer delay or attempt to defeat a reemployment rights obligation by demanding documentation that did not then exist or was not then readily available?				Page 5
6. Did the employer consider the timing, frequency, or duration of the service members training or service or the nature of such training or service as a basis for denying rights under this Statute?				Page 2
7. Did the employer provide training or retraining and other accommodations to persons with service-connected disabilities. If a disability could not be accommodated after reasonable efforts by the employer, did the employer reemploy the person in some other position he/she was qualified to perform which is the "nearest approximation" of the position to which the person was otherwise entitled, in terms of status and pay, and with full seniority?				Page 8
8. Did the employer make reasonable efforts to train or otherwise qualify a returning service member for a position within the organization/company? If the person could not be qualified in a similar position, did the employer place the person in any other position of lesser status and pay which he/she was qualified to perform with full seniority?				Page 7
9. Did the employer grant the reemployed person pension plan benefits that accrued during military service, regardless of whether the plan was a defined benefit or defined contribution plan?				Page 10
10. Did the employer offer COBRA-like health coverage upon request of a service member whose leave was more than 30 days? Upon the service member's election, did the employer continue coverage at the regular employee cost for service members whose leave was for less than 31 days?				Page 11
11. Did the employer discriminate in employment against or take adverse employment action against any person who assisted in the enforcement of a protection afforded any returning service member under this Statute.				Page 13

12. Did the employer in any way discriminate in employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of past or present membership, performance of service, application for service or obligation for military service.				Page 12
13. Did the employer satisfy the burden of proof where employment, reemployment or other entitlements are denied or when adverse action is taken when a service connection is the motivating factor in the denial or adverse action? Did the employer provide documentation that the action would have been taken in the absence of such membership?				Page 13

Sample

Employee's Active Duty Absence Notification Letter to Employer

[Employee's Home Address]

[Date]

[Employer's Business Address]

****Send by Certified Mail, Return receipt requested***

Dear Sir/Madam:

I will perform service with the [service] beginning on [date] and ending on [date]. My absence from work for this period of military service is protected by the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-33.

My last day at work with you before I begin my military service will be [date]. I expect to return to work with you on or about [date]. ****Note: Make sure your return date complies with Title 38, United States Code Section 4312.*** [During my absence, I can be reached at {give mailing address and telephone number, if known}] [During my absence, _____, telephone number (____) ____-____, will know how to reach me] [I {do} {do not} desire to take ____ days of paid {vacation, annual leave, etc.} as the first ____ days of my absence.] Please be advised that I may not be required to use vacation pay or time for military absence from my workplace, per Title 38, United States Code Section 4316(d).

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National Committee for Employer Support of the Guard and Reserve, toll-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,

[Signature]

Original Received for Employer by:

[Printed Name and Signature]

Sample

Employee's Active Duty Return Notification Letter to Employer

[Employee's Home Address]

[Date]

[Employer's Business Address]

****Send by Certified Mail, Return receipt requested***

RE: Application for Reinstatement – Uniformed Services Employment and Reemployment Act, Title 38, U.S. Code Section 4312

Dear Sir/Madam:

On [**date**], I entered active duty with the [**service**]. On [**date**], I was honorable released from active duty with the service.

Please accept this letter as a formal request to be reinstated in my former job. With your permission, I plan to report to work on [**date**]. Please call me at the number listed below if this date is not convenient. Pursuant to the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-33, I am entitled to be reinstated as soon as possible in my former position.

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National Committee for Employer Support of the Guard and Reserve, toll-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,

[Signature]

Original Received for Employer by:

[Printed Name and Signature]

PSC CUSTOMERS' FREQUENTLY ASKED QUESTIONS (FAQ)

MILITARY ACCOUNTS SUPPORT (MAS)

Q: *Who do I contact to have my AMDAHL access reset?*

A: Send an E-mail to [PSC Customer Care](#) or call 785-339-2200.

Q: *How do I request to receive a duplicate copy of my W-2?*

A: Fill out this [form](#) and fax it to 785-339-3784. You can also follow the guidance in the Pay and Personnel Procedures Manual Chapter 8-B-12.

Q: *Where do I mail my TSP Election form?*

A: Mail the completed form to the following address:
Commanding Officer (MAS-TSP)
US Coast Guard
Personnel Service Center
444 S. E. Quincy Street
Topeka, KS 66683-3591

Q: *Where do I go to download TSP forms, find rates of return, current loan interest, etc?*

A: The TSP web site <http://www.tsp.gov/index.html> is the best source of information. You can also contact PSC at 785-339-2200 for assistance.

Q: *How do I change the way my TSP contributions are invested?*

A: To specify the way you want your contributions to be invested, use the TSP Web Site <http://www.tsp.gov/index.html> or the Thriftline at 504-255-8777 or submit Form TSP-U-50, Investment Allocation to the TSP Service Office at:

TSP Service Office
National Finance Center
P. O. Box 61500
New Orleans, LA 70161-1500

Q: *I lost my Commissary Privilege Card (CPC) and wanted to know how I request a replacement.*

A: You may request a replacement by submitting a letter to PSC (MAS). Ready reservists should submit their request via their unit commanding officer. The letter shall state the following:

"I certify the Commissary Privilege Card previously issued to (insert name of cardholder) was (insert "lost" or "stolen") under the following circumstances (give complete circumstances surrounding loss or theft). If the original CPC is recovered, I will return it to PSC (MAS)."

Mail the request for replacement Card to:

Commanding Officer (MAS)
US Coast Guard
Personnel Service Center
444 SE Quincy Street
Topeka, KS 66683-3591

DEBT COLLECTIONS (DC)

Q: *What is PSC's address?*

A: Write to Debt Collections at:

Commanding Officer (DC)
US Coast Guard
Personnel Service Center
444 S. E. Quincy St.
Topeka, KS 66683-3591

RETIREE AND ANNUITANT SERVICES (RAS)

Q: *How do I change my home mailing address or my financial institution or account number for my direct deposit?*

A: You may make the requests listed above by calling either Toll Free at 1-800-772-8724 or Commercial at 785-339-3415 or you can E-mail us at psc-RAS@hrrsic.uscg.mil. You can also fax your request in writing to 785-339-3770.

Q: *Will my retired pay be offset by Social Security?*

A: Receipt of Social Security does not affect your retired pay.

Q: *How can I find the location of my nearest TRICARE Service Center?*

A: You may contact your local directory assistance operator, or call the nearest military hospital/clinic, or viewing your regional home page through the link provided in this website. Below are the telephone numbers for each region, where you may call to obtain information about TRICARE and your health care benefits from your TRICARE region's managed care support contractor. The TRICARE Web Site is, www.tricare.osd.mil

SEPARATIONS, ENTITLEMENTS AND DEBTS, SERVICE VALIDATIONS (SES)

Q: *What are the current FICA Tax rates?*

A: You can find the current tax rates at the following site, www.uscg.mil/hq/psc/mas.htm#fica.

Q: *How do I get a copy of my Annual Reserve Retirement Point Statement?*

A: Follow the procedures listed in the 3PM on Pages 6-D-19 thru 6-D-20.

Q: *How do I get my Annual Reserve Retirement Point Statement corrected?*

A: Follow the procedures listed in the 3PM on Page 6-D-19.

Q: *When should I submit an E-mail SOI?*

A: You should use E-mail SOI for Immediate and Priority Separations. Separation checklists can be referenced in the Personnel and Pay Procedures Manual, Chapter 3-B.

Q: *How do I compute my federal tax withholdings?*

A: You can use the worksheet provided on PSC's website at, <http://www.uscg.mil/hq/psc/forms/withholdingworksheet.pdf>.

Q: *How do I request a Verification of Employment?*

A: Follow the procedures provided in the Personnel and Pay Procedures Manual, Chapter 5-D-12.

Q: When will the W-2's be mailed?

A: IRS W-2 Forms are mailed no later than 31 January of each year. Lost or missing W-2 Forms should be reported after 15 February. W-2 Forms are prepared after end-month cutoff in December of each year. Address changes must be entered into SDA II prior to EOM December compute for the W-2 Form to be mailed to that address.

Q: How much money will I receive for leave sold?

A: Lump sum for leave sold is calculated by dividing base pay by 30 and multiplying by the number of days being sold. That amount is then reduced by 25% for federal income tax withholding (FITW). Deducted from that amount is the flat rate income tax withholding for your state of legal residence. ([See state income tax withholding \(SITW\) flat rate tax table.](#))

Q: What if I am in excess leave status?

A: If you are in an excess leave status, your pay will be adjusted to recoup for the Coast Guard the amount, which you were paid while on leave you did not have. The amount recouped will include base pay, allowance for leave rations, basic allowance for housing, clothing maintenance allowance and any other pay entitlements such as sea pay, flight pay, diving pay, etc. divided by 30 then multiplied by the number of days excess leave taken. (The number of excess leave days is increased by the number of days you did not earn while in the excess status.)

Q: How much leave may I sell?

A: A career total of 60 days leave may be sold.

Q: When should I receive payment after I separate?

A: Approximately 30 to 45 days after separation if the separation document is done in a timely manner.

Q: How do I calculate my leave sold?

- A:**
- A. Base pay divided by 30 times # of days to be sold
 - B. Multiply the result in 2A by 25%
 - C. Multiply the result in 2A by MBR's state tax(%)
 - D. Amount of leave sold is (item 2A - 2B - 2C)

Q: What should I do if or when I move?

A: Submit a change of address to PSC by sending the new address via:

- A. E-mail to: psc-SES
- B. Letter to:
 - Commanding Officer (SES)
 - US Coast Guard Personnel Service Center
 - 444 SE Quincy Street
 - Topeka, KS 66683-3591
- C. Include in the email/letter:
 - SSN
 - Name (first, MI, last)
 - New address
 - Daytime phone number
- D. Make sure you do this soon after you move so you can receive your final documents (LES, W-2, letters, final payments, etc.) on time.

Q: How do I request a Transcript of Sea Service?

A: We process Transcripts of Sea Service (TOSS) for members who want to receive their Mariners License to serve aboard Merchant Marine Vessels. The Transcript will outline all vessels that a member served aboard during his/her career. Some of those vessels may have not been creditable for sea pay purposes. Normally a TOSS will be completed and mailed within 30 days of receipt of the request. You can follow the procedures listed in the Personnel and Pay Procedures Manual, Chapter 5-C-9.

Q: *How do I request a Statement of Creditable Service?*

A: A SOCS will only be issued to members who have:

1. Prior service in another branch of the Armed Forces.
2. Prior USCG or USCGR service with a break in service.
3. USCGR on extended Active Duty in excess of 140 days. (This is to adjust the ADBD)

We will not issue a SOCS for members who have been "live" in PMIS/JUMPS since their initial enlistment with no break in service. Once all supporting documentation has been received, we assign a completion goal date of 80 days. A SOCSS is a document that shows your creditable sea service history to determine your cumulative career sea time for pay purposes. This documents only lists vessels that are sea pay eligible. It will only be issued for people who are having a SOCS completed and members who have a documented discrepancy in their sea time.

5-C-3 thru 5-C-5 of HRSININST M1000.2A, Personnel and Pay Procedures Manual, provides direction on how to request a Statement of Creditable Service and/or a Statement of Creditable Sea Service.

Q: *Why does it sometimes take so long to complete a Statement of Creditable Service (SOCS)?*

A: Once we receive a member's prior service records we have a goal date of 45 days. Waiting to receive the records from the other service branches is what takes us so long to complete a SOCS. The following is an estimate of how long it takes us to retrieve records from the other services:

- CGPC (ADM-3) for Coast Guard service within past 6 months. 4-6 weeks
- NPRC St. Louis for all service with a break in status over 6 months. 3-5 months
- Bureau of Naval Personnel for all USN/USNR within past 6 months. 3 months
- Army Personnel Center for all USA/USAR service within past 6 months. 4-6 months
- Air Reserve Personnel Center for all USAF/USAFR within past 6 months. 3-4 months
- Marine Corps Finance Center for USMC/USMCR within past 6 months. 4-6 months
- For Army National Guard send to particular state agency. 3 months

Now bear in mind that these are just estimates based on our experiences dealing with these agencies. Sometimes they have a quicker turnaround than the estimated time and sometimes they take longer.

Q: *How do I request an interim adjustment to my sea service time, pay base date, and/or active duty base date?*

A: Because it sometimes takes several months to retrieve records from the other services records center to verify a member's prior service, we can offer the member an interim adjustment. This interim adjustment is based off the information contained on the member's DD-214. With the information off the DD-214 the PERSRU can request that we change the member's Pay Base Date, Active Duty Base Date, or Sea Time. This adjustment will only correct the member's entitlement. They won't receive their back pay entitlement until after the case has been completed.

For example, if the newly accessed member's DD-214 reflects that they have 3 years, 5 months of sea service in the Navy and the member knows that this isn't an error on the DD-214, then we can go ahead and give them credit for the sea time before we complete our verification process. This will help the member to start receiving their correct pay entitlement earlier. However, if our verification process shows that the member only served 1 year and 5 months and not the 3 years and 5 months as indicated on the DD-214, then the member will be in an overpayment status.

Due to this potential discrepancy the PERSRU's request for the interim adjustment must state that, "The member has been counseled and understands that if the total sea time/prior service added, based on the DD-214 is not supported by the prior service records then the member will be in an overpaid status."

Q: Do I need to contact the SIVT if the sea time on my Personal Data Extract (PDE) is incorrect?

A: No. Your first step should be to contact either your unit Yeoman or PERSRU Yeoman. You can also contact PSC Advancements for further assistance.

Q: Do I have to wait the whole 45 day review period before I let the SIVT know whether or not I agree with the findings on my case?

A: No. The sooner you let us know, the sooner we can send the case over to Military Accounts Support (MAS) to begin the overpayment or underpayment process.

Q: Do I have to send a Memo to request a SOCS, SOCSS, or TOSS?

A: No. The member's PERSRU Yeoman can send an E-mail to SES. However, if you have supporting documentation you will have to fax that information to SES.

Q: Is any Service Academy service creditable for pay purposes?

A: No, for officers. Yes, for enlisted members.

Q: What do the different brackets symbolize on my Statement of Creditable Service (PSC 1071) Form?

A:

- [00 00 00] - The square brackets means that this time is not creditable for service. Some of the reasons why this may not be creditable are because it could be Delayed Entry after 1 January 1985 or Unauthorized Absence.
- <01 00 20> - The angle brackets signify reserve time. This time is only creditable for Pay Base Date purposes.
- 04 00 00 - If there are no brackets then this time is Active Duty time and counts for both Pay Base and Active Duty Base Dates.

Q: How do I retrieve a copy of my DD-214?

A: If you are currently a member of Team Coast Guard (Active Duty or Reserve) your Personnel Reporting Unit should be able to assist you.

If you have separated or retired from the Coast Guard you need go to the [National Personnel Records Center Web Site](#). Requests to obtain copies of DD-214's, Personnel Records, Medical & Dental Records, and Service Medals, etc. must be made to the [National Personnel Records Center](#). Requests may be made online by the veteran or next of kin of a deceased, former member of the military. If you are not the veteran or next of kin, you must complete [Standard Form 180 \(SF 180\)](#) to request copies of records. Send the completed form to:

National Personnel Records Center
9700 Page Blvd
St. Louis MO 63132-5200
Commercial: 314-801-0800

If you separated from the service and plan on filing a claim for medical benefits with the Department of Veterans Affairs (VA), you do not need to request a copy of your military records from the NPRC. They will provide the original health records when requested by the VA after the claim is filed.

United States
Office of Personnel Management
Retirement Operations Center
Boyers, Pennsylvania 16017

Estimated Earnings During Military Service

Instructions: Attach DD 214 or the equivalent and any available records of pay or promotions. The US Coast Guard Human Resource Service & Information Center (HRSIC) cannot provide estimated earnings without verification of service. The requester must complete blocks 1 through 10 and block 19.

Mail completed form and supporting documentation to:

**COMMANDING OFFICER (SES)
US COAST GUARD
PERSONNEL SERVICE CENTER
444 SE QUINCY ST
TOPEKA KS 66683-3591**

1. Name (Last, first, middle)	
2. Other names used	
3. Social Security numbers	4. Date of birth
5. All military service numbers	
6. Branch of service	

The uniformed services must provide Federal employees' estimated basic pay for military service they performed after December 31, 1956. This is needed to make a deposit to the Civil Service Retirement and Disability Fund for retirement credit. Please provide the estimated basic pay earned by the person named above.

7. Signature of requester			8. Relationship to person named <input type="checkbox"/> Person named is requester <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Survivor			9. Date				
10. Active military service after December 31, 1956 (Dates indicated below must be based on DD 214 or equivalent certification)			11. Authorized Official of pay center completes blocks 11 through 18. Estimated Earnings (Base Pay) Do not provide estimated earnings for any period of service prior to January 1, 1957.							
From (mm/dd/yy)	To (mm/dd/yy)	From (mm/dd/yy)	To (mm/dd/yy)	Rate of Basic Pay	Earnings	Type of Discharge				
12. If period of service began before and ended after December 31, 1956, enter date service actually began. (mm/dd/yy)			13. Lost time <input type="checkbox"/> None <input type="checkbox"/> Number of days _____ <input type="checkbox"/> Inclusive dates <table style="width: 100%;"><tr><td style="width: 15%;">From (mm/dd/yy)</td><td style="width: 15%;">To (mm/dd/yy)</td><td style="width: 15%;">From (mm/dd/yy)</td><td style="width: 15%;">To (mm/dd/yy)</td></tr></table>				From (mm/dd/yy)	To (mm/dd/yy)	From (mm/dd/yy)	To (mm/dd/yy)
From (mm/dd/yy)	To (mm/dd/yy)	From (mm/dd/yy)	To (mm/dd/yy)							
14. Signature of authorized official furnishing estimate				15. Date	16. Telephone number (including area code)					
17. Typed name of authorized official				18. Title of authorized official						
19. Requester's name and address (Return this completed form to address below)										

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
(202) 267-1634

COMDTINST M1900.4D
SEP 28 1993

COMMANDANT INSTRUCTION M1900.4D

Subj: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, DD
FORM 214

1. PURPOSE. This Instruction establishes procedures for the preparation and distribution of the Certificate of Release or Discharge From Active Duty, DD Form 214.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanders of Headquarters units, and Commander, Coast Guard Activities Europe shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. Commandant Instruction M1900.4C is canceled.
4. DISCUSSION.
 - a. The DD Form 214 provides the member and the service with a concise record of a period of service with the Armed Forces at the time of the member's separation, discharge or change in military status (reserve/active duty). In addition, the form is an authoritative source of information for both governmental agencies and the Armed Forces for purposes of employment, benefit and reenlistment eligibility, respectively.

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- b. This instruction is to be used in conjunction with the Separation Program Designator (SPD) Code Handbook. The restricted access of the Handbook will limit its distribution to units that process the DD Form 214 (PERSRUs). Replacement copies of the Handbook can be obtained from Commandant (G-PMP).
5. RESPONSIBILITIES. Commanding officers shall ensure that the DD Form 214 is issued in accordance with criteria and instructions contained in the chapters to this Instruction. The member must be made aware of the importance of the DD Forms 214 and 215 in obtaining veterans benefits, reemployment rights and unemployed insurance. Additionally, it must be emphasized to the service member that any unauthorized change or alteration of the DD Form 214 will render it void. Only MPC-s is authorized to requisition or issue the DD Form 215.
6. SECURITY. The handling and storage of the DD Form 214 will be monitored and reviewed periodically. All blank DD Form 214's, DD Form 214WS', and DD Form 215's will be safeguarded at all times. All forms to be discarded, including partially completed and reproduced copies of the DD Form 214, will be destroyed. No forms will be discarded intact.
7. AVAILABILITY OF FORMS. DD Form 214 (Stock Number 7530-00F02-2740), DD Form 215 (Stock Number 0102-LF-000-2150) can be requisitioned from the Coast Guard Supply Center, Baltimore, Maryland.

/s/ F. L. Amos
Acting Chief, Office of Personnel
and Training

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CHAPTER 1. INSTRUCTIONS FOR THE PREPARATION OF THE DD FORM 214

- A. Criteria for Issuance: The DD 214 is issued to members who change their military status among active duty, reserve, or retired components or are separated/ discharged from the Coast Guard to civilian status.
- B. Ineligible Personnel: The DD Form 214 will NOT be issued to members:
1. Who are found physically disqualified upon reporting for active duty and who do not enter actively into duties in accordance with orders.
 2. Whose active duty, active duty training, or full-time training terminated by death.
 3. Who are being removed from the temporary disability retired list (TDRL).
 4. Who are officers dismissed from the Service pursuant to the sentence of General Court-Martial.
 5. Who are officers dropped from the rolls.
 6. Who are enlisted members discharged for the purpose of immediate reenlistment.
 7. Who are discharged to accept a permanent appointment to either warrant or commissioned status for continued active duty.
 8. Whose temporary appointment is terminated to accept a permanent warrant or commission in the Regular Coast Guard or Coast Guard Reserve.
 9. Whose reserve appointment is terminated to accept appointment in the Regular Coast Guard.
 10. Who are reservists released from continuous active duty for training (ADT) less than 90 days. This change to guidance previously issued in ALDIST 215/92 is necessary due to the changes in the Emergency Unemployment Compensation Act of 1991 (P.L. 102-164) signed on November 15, 1991.
 11. Who received a temporary officer appointment or temporary warrant appointment in the Coast Guard.

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12. Who have temporary officer status terminated and who remain on active duty to complete their obligated period of service.
13. Who are being separated under fraudulent enlistment criteria.

C. Criteria for Non-Issuance: The DD form 214 will be issued at the effective date of the member's change of status except:

1. In the case of personnel who have been separated before a physical evaluation board and have been placed in an "awaiting orders status" pending final action on retention, retirement, or discharge for physical disability.
2. In the above instances, the command responsible for administering the individual's records and accounts will complete blocks 1 through 8, 10, 12a, and 13 through 22 prior to departure for his/her home. The form will not be distributed until final action is directed by the MPC-SEP. In those cases where retirement or discharge is directed, the remaining blocks will be completed and all copies of the form distributed promptly in accordance with paragraphs D and F in this Chapter. If the individual is returned to active duty in lieu of being retired or discharged, all copies of the form will be destroyed.

D. Preparation of the DD Form 214.

1. Sources of Information. Data to be entered on the DD Form 214 will be obtained from the following records:
 - a. Enlisted Personnel. PERSRU and Unit Personnel Data Records (PDR's); PMIS/JUMPS database; and other official records.
 - b. Officers. PERSRU and Unit Personnel Data Records (PDR's); PMIS/JUMPS database; and other official records.
 - c. Cadets. Service, health, and pay records, other available records and orders.
2. Accuracy and Completeness. The DD Form 214 is an important record of service. It must be accurate and complete in order for it to fulfill the purposes for which it was designed. For the same reasons, only

those items specifically directed are to be entered.

- a. Period Covered. All entries, unless specified otherwise (i.e., blocks 7a, 7b), are for the current period of active duty only from date of entry as shown in block 12a through the date of separation as shown in block 12b. (Note exception, block 13).
- b. Use of DD Form 214WS (Worksheet). The DD Form 214WS, Worksheet for Certificate of Release or Discharge From Active Duty, will be used in all cases to ensure accuracy, completeness, and economy in the final preparation of the DD Form 214.
- c. Completeness of Items. Block-by-block instructions for the entries to be made on the DD Form 214 are contained in paragraph E of this Chapter. No block will be left completely blank, nor will entries of any kind be made outside the margins of the form. When information is not available or more space is needed, the following instructions apply:
 - (1) Information Not Applicable. When information in a block is not applicable to the member being separated, the notation "None" or "Not Applicable" will be made in the space provided. When the space is limited, the abbreviation "NA" may be used.
 - (2) Unused Space. Whenever there is unused space in a large block, type a diagonal line of "X's" below the typed line.
 - (3) More Space Required. When more space is required to complete or clarify the information contained in a block, enter "See Remarks". If there is insufficient space in block 18 (Remarks), then an entry should be made to read "Continued on Reverse". After the last entry made on the reverse, type an entry "Last Authorized Entry."
- d. Abbreviations. Use abbreviations sparingly. The DD Form 214 is destined for use in the civilian community where there is not a broad familiarity with military abbreviations.

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- e. Legibility. Servicing PERSRU's shall take steps to ensure that each copy is completely legible and properly aligned. Some steps to ensure legible copies include: checking the presser settings on the printers; periodically checking and replacing printer heads; or splitting the DD- 214 and running through the printer twice. The form is accepted by the Veterans Administration and other agencies to which copies are furnished as an official record of the member's active military service. Clean type will be needed to make legible copies. Prior to distribution, all copies of the DD Form 214 will be checked for legibility and, if necessary, legible copies will be prepared.
 - f. Errors and Alterations. The use of the DD Form 214WS (Worksheet) should prevent any errors from appearing on the DD Form 214. If it is necessary to make a change or correction during the typing of the DD Form 214, they will be made neatly and legibly on all copies. Such corrections will be initialed by the person authorized to sign the form. The DD Form 214 is surprinted with a reproducible screen tint on items 1, 3, 4, 12 and 18 through 30 to make alterations readily discernible. No corrections are permitted in the screened areas. Procedures for official changes and corrections to the DD Form 214 after it has been issued are contained in paragraph K of this Chapter.
- E. Instructions for Completing Blocks. All entries shall be made using capital letters. All dates shall be entered as year, month, and day, e.g., 92 07 14.
- Block 1. Name. Enter the member's name - last name (in capital letters), first name, and middle name. If the member does not have a middle name, indicate by "NMN". If the member uses an initial instead of a first or middle name, indicate by enclosing the initial in quotation marks, e.g., "J" or "K". Also include, when applicable, Jr., Sr., III, etc., following the member's middle name.
- Block 2. Department, Component and Branch. Enter the following: TRANSPORTATION: Component and Branch - USCG, or USCGR.

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Block 3. Social Security Number. Enter the member's social security number with the digits properly grouped, i.e., 000 00 0000.

Block 4a. Grade, Rate, or Rank. Enter the abbreviation for grade or rate in which separated. The commissioned grade will be shown for a temporary officer reverting to permanent enlisted status for the purpose of retiring under the enlisted "20-year" bill and released from active duty effective on the same date. In the case of a cadet, enter "CADET".

Block 4b. Pay Grade. Enter the pay grade in which separated: "O-4", "W-1", "E-3", etc. For cadets enter "NA".

Block 5. Date of Birth. Enter the year, month and day, e.g., 60 04 29.

Block 6. Reserve Obligation Termination Date. Enter, when applicable, the terminal date of the member's Reserve obligation under the Universal Military Training and Service Act. (Personnel, including women, entering service on and after 1 September 1984 acquire a statutory obligated service requirement of 8-years per Title 10 USC 651. Prior to 1 September 1984, the statutory obligated service requirement was 6-years, except for women. Women were placed under a statutory obligated service requirement effective 1 February 1978.)

Block 7a. Place of Entry into Active Duty.

1. Enlisted Personnel. For a member who entered active duty at a time of initial enlistment or induction, enter the city and state where the member was sworn in.
2. Officers. Enter the place of acceptance of commission.
3. Cadets. Enter the place to which the "Letter of Appointment to the U. S. Coast Guard Academy" was addressed.

Block 7b. Home of Record at Time of Entry. Enter city and state, or complete address if known where member originally entered active duty without a break in service.

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Block 8a. Last Duty Assignment and Major Command. Enter the last permanent duty assignment.

Block 8b. Station Where Separated. Enter the place of release, transfer, retirement or discharge (cutter or station) and its geographical location.

Block 9. Command to Which Transferred. For personnel being transferred or released, enter the Coast Guard District (r) office, as appropriate. In cases of personnel being discharged or retired, enter "NA".

Block 10. SGLI Coverage. Enter exact amount of SGLI coverage (i.e., \$5,000, \$10,000, \$15,000, \$20,000, \$50,000, etc.) or enter a check in "None".

Block 11. Primary Specialty Number, Title and Years and Months in Specialty.

1. Enlisted Personnel. Enter "NA".
2. Officers. Enter the specialty or experience indicator as shown in current Register of Officers (COMDTINST M1427.1 (series)), or the Register of Reserve Officers (COMDTINST M1427.2 (series)).

Block 12. Record of Service. See Volume I (Field Unit), PMIS/JUMPS Manual, COMDTINST M1080.7 (series) for computation of service guidance.

Block 12a. Date Entered Active Duty This Period. Enter the date of entry on active duty.

Block 12b. Separation Date This Period. Enter the effective date of release/discharge. For personnel being retired, enter the last day of active duty in this block and enter the effective date of retirement in block 18, Remarks. For Reservists entitled to travel time incident to separation, construct the effective date to include travel time and enter that date in this block. Enter the actual date the member was released from active duty and the number of days travel time in block 18, Remarks.

Block 12c. Net Active Service This Period. Enter the years, months, and days of service creditable for basic pay purposes for the period from date entered active duty this period (block 12a) through date of separation (block 12b). Note that service while attending a Service Academy as a cadet is creditable for enlisted members

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reverted to enlisted status, but in no case is it creditable for a member commissioned as an officer. Deduct all periods of lost time.

Block 12d. Total Prior Active Service. Enter the years, months, and days of service creditable for basic pay for all active service prior to the date entered in block 12a. This computation will include all periods of active duty training performed in any branch of the Armed Forces. If active duty training is included, put an asterisk (*) and enter in block 18 (Remarks) *"Includes active duty training." The correct procedure for computing active duty training is as follows: Periods of active duty training for 30 days or more, use inclusive dates. For periods of less than 30 days, the computation is day for day, including the 31st day of a given month. For USCGR-RK trainees, enter duration of first phase of initial active duty training with an asterisk (*) and enter in block 18 (Remarks) *"Includes first phase of Initial Active Duty Training from _____ to _____."

Block 12e. Total Prior Inactive Service. Enter the years, months, and days of service creditable for basic pay for inactive service completed prior to the date entered in block 12a. Active Duty Training computation must be subtracted from the total prior inactive service computation, since the ADT computation is cited as part of block 12d.

Block 12f. Foreign Service. Enter the years, months, and days of foreign service from the date entered in block 12a through the date entered in block 12b. Include all periods of service performed in the foreign duty pay areas listed in Chapter 4, Section A, CG PAYMAN COMDTINST M7220.29 (series).

Block 12g. Sea Service. Enter the years, months, and days of sea service from the date entered in block 12a through the date entered in block 12b. The sea service computation entered in this block will be sea service performed which qualifies the member for payment under the Career Sea Pay Law. (See Chapter 4, Section B, CG PAYMAN, COMDTINST M7220.29 (series)).

Block 12h. Effective Date of Pay Grade. Enter the year, month, and day as follows:

1. Enlisted Personnel. Date of advancement.
2. Officers. Date of rank, as distinguished from the date of appointment.

Block 13. Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized (all periods of service).

1. General. Enter all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized for all periods of service. No authorities will be cited.
2. Purple Heart. When the Purple Heart was awarded, enter a description of any wound received as a result of action with enemy forces and the date and geographical location at the time the wound was inflicted.
3. Good Conduct Awards. In case of the Good Conduct Medal/Awards, enter the number of the award and the terminal date of the period for which the award was authorized, e.g., "Second Good Conduct Award for period ending (date)".
4. Expeditionary Medal. When the member is entitled to either the Navy Expeditionary Medal or the Armed Forces Expeditionary Medal, enter the area of operations, in parenthesis, after the name of the medal, e.g., "Navy Expeditionary Medal (Cuba)", or "Armed Forces Expeditionary Medal (Vietnam)".

Block 14. Military Education. To assist the former service member in employment placement and job counseling, those formal service schools and in-service training courses captured in PMIS/JUMPS and successfully completed during the period of service covered by the form will be in this block, e.g., medical and dental, electronics, supply administration, personnel, or heavy equipment operations. Enter all course titles, number of weeks, and year completed, from the date entered in block 12a through the date entered in block 12b.

Block 15a. Member Contributed to Post-Vietnam Era VEAP. If the member has contributed to Post-Vietnam Era VEAP, check the "yes" block; otherwise, check the "No" block.

Block 15b. High School Graduate or Equivalent. If the member is a high school graduate or equivalent, check the "Yes" block; otherwise check the "No" block.

Block 16. Days Accrued Leave Paid. If the member receives a lump-sum leave payment, the PERSRU will enter

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the number of days for which the member was paid. If no lump-sum payment is made, the PERSRU will enter "None".

Block 17. Dental Treatment. If the member received dental treatment less than 90 days prior to separation, check the "Yes" block. If the member did not, check the "No" block.

Block 18. Remarks. Entries in this block consist of information not shown elsewhere on the form. Only the entries specified below or in supplementary directives will be made in this block. (See Chapter 10, Section A, CG PAYMAN, COMDTINST M7220.29 (series)). Repetition of information included in other blocks adds nothing and obscures essential data. Any unused space will be filled in by diagonal "X's".

1. Continuation of Information. Continue in this block any information which cannot be completed within the space provided. In such cases, a cross reference must be made to indicate the items being continued e.g., "Block 12 continued". If more space is required, a continuation sheet made of bond paper will be prepared. It will contain a reference: the DD Form 214 is being continued, information from block 1 through 4; the appropriate block(s) being continued; the member's signature; date; and the authorizing officer's signature.
2. Home of Record at Time of Entry on Active Duty. Enter in this block the following: "Home of Record at Time of Entry on Active Duty"; and cite the city and state.
3. Discharge for Physical Disability. In cases of personnel being discharged for reason of physical disability, one of the entries below shall be made. Members who plan to apply for veterans' compensation or pension should be advised that it is to their best interest to apply at the time of separation. If they wait, they may expect delay in the processing of their applications until the Department of Veterans Affairs can obtain their medical records from the Coast Guard. In no case will the nature of the disability be described. Enter the appropriate one of the following statements:

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- a. "(Name) has executed a claim for compensation, pension, or hospitalization to be filed with the Veterans Administration."
 - b. "The right to file a claim with the Department of Veterans Affairs for compensation, pension or hospitalization has been explained to (Name) and he/she has signed a statement that he/she does not desire to submit a claim at this time."
 - c. "Disability severance pay authorized in amount of \$(amount) but not paid."
 - d. "Disability severance payment made in the amount of \$(amount)".
4. Involuntary Release of Reserves. An entry showing the amount and date of payment of lump-sum readjustment pay to members of the Coast Guard Reserve involuntarily released from active duty will be made using the following format:
"READJUSTMENT PAY \$14,421.60 (\$600.90 x 2 x 12) 3/26/73".
5. Effective Date of Retirement. When a member is being released from active duty and retired, the date of release in block 12b will usually be the day before the effective date of retirement. To show that retired status commences the next day, enter: "Effective date of temporary/permanent retirement: (date)."
6. Reservist's Travel Time. When a reservist is released from active duty and is entitled to travel time, enter in this block the actual date the reservist was last on active duty and the number of days travel time added to arrive at the effective date of release entered in block 12b as follows: "Last date of active duty: (date). 4 days travel time."
7. Extension of Enlistment/Active Service. When a member's enlistment or active duty commitment was extended, except for the purpose of making up lost time under Title 10, U.S.C. 972, the term of such extension shall be entered in block 18 as shown below. For purposes of reemployment rights under PL 90-491, any extension of enlistment or active service, whether voluntary or involuntary, is considered to have been for the Convenience of the

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Government and shall be so noted on the DD Form 214 as follows: "Enlistment/Active service term extended for (term) on (date). Extension was at the request of and for the Convenience of the Government."

8. Place of Birth. Enter city and state of member's place of birth.
9. Selective Service Registration. Enter in this block the following statement for all male separatees born during the year 1960 and thereafter: "Advised of requirements for Selective Service Registration."
10. Disability Severance Pay. The statement, "No disability severance payment made", will NOT be placed in this block if member's separation is for any reason other than disability.
11. Non-pay/Excess Leave Days. Enter the inclusive dates of any non-pay/excess leave days from date entered in block 12a through the date entered in block 12b.
12. Type of Certificate Issued.
 - a. Enter the appropriate statement concerning the type of discharge certificate issued: "DD Form 256CG", "DD Form 257CG", "DD Form 259CG", or "DD Form 260CG".
 - b. Release from Active Duty. In the case of a Coast Guard Reservist who is released from active duty and continues to hold status as a member of the Coast Guard Reserve on inactive duty, and a Regular Coast Guard enlisted member who is released from active duty and concurrently transferred to the Coast Guard Reserve, enter the statement: "NO DISCHARGE CERTIFICATE ISSUED AT TIME OF SEPARATION."
 - c. Retired. For members retired with pay (except on the temporary disability retired list (TDRL)), enter the statement: "Form CG-3887 issued."
 - d. Uncharacterized Separation. Enter the Statement: "NOT ENTITLED TO DISCHARGE CERTIFICATE."
 - e. Servicewomen Discharged Who Became Pregnant While On Active Duty. Enter as appropriate: "Eligible for prenatal, delivery, and postnatal care for

this pregnancy in an Armed Forces medical facility only."

13. Montgomery GI Bill: Enter the following statement inserting the appropriate number of years as shown: "MGIB INFO: MEMBER'S INITIAL SERVICE CONTRACT WAS FOR (NUMBER OF YEARS)."
14. Enlistment/Reenlistment Information: Enter the following statement, inserting the appropriate Period of Service, Reenlistment (RE) Code, Separation Program Designator (SPD), and Time Lost (TL) during this period as shown below. "This DD-214 covers multiple enlistments/ reenlistments as reflected in blocks 12a, 12b, and 12c. The following information applied regarding each enlistment/reenlistment:"

<u>Period of Service</u>	<u>RE Code</u>	<u>SPD</u>	<u>TL</u>
86 02 01 to 89 03 01	RE-1	JBK	None
89 03 02 to 93 04 03	RE-1	JBK	None

Block 19a. Mailing Address after Separation. Enter the complete address (street/RFD, city, county, state and ZIP code) where the member intends to reside permanently following separation.

Block 19b. Nearest Relative. Enter the name and complete address (street/RFD, city, state and Zip Code (if known)) of the member's nearest relative. This will be used as a supplementary mailing address if necessary.

Block 20. Member Request Copy 6 be sent to the State Director of Veterans' Affairs. If the member desires that copy (6) be forwarded to the State Director of Veterans' Affairs, the "Yes" block must be checked and the State Director to which the form is to be sent indicated. The "No" block must be checked if the form is not to be forwarded to a State Director.

Block 21. Signature of Member being Separated. The member being separated shall sign each copy separately in ink to ensure that they are aware of the differences of the information contained on certain copies of the DD Form 214. In those cases where it is known that the individual will not be available to sign the DD Form 214, it shall be completed wherever possible and signed by the individual prior to departure from the separating

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command. When the individual is incapable of signature because of physical or mental disability, enter "INCAPABLE OF SIGNATURE".

Block 22. Typed Name, Grade, Title and Signature of Official Authorized to Sign. Type the name, grade, and title of the authorizing official. (The authorizing official shall be an E-6/GS-7 or above who has been delegated authority to sign by direction.) The authorizing official will sign the original in ink, ensuring that the signature is legible on all carbon copies. If not, a second signature may be necessary on subsequent carbon copies.

Block 23. Type of Separation. Enter the type of separation effected: "DISCHARGED", "RELEASED FROM ACTIVE DUTY", "RETIRED", "RESIGNED", "COMMISSION REVOKED", or other as appropriate. Be specific, but do not enter the reason or character of separation.

Block 24. Character of Service (includes upgrades). Only "Character of Service" is to be entered--do not include or indicate the type of discharge certificate being issued.

1. Enlisted Personnel.

- a. Discharge Certificate Issued. Enter in capital letters "HONORABLE"; "UNDER HONORABLE CONDITIONS"; "UNDER OTHER THAN HONORABLE CONDITIONS"; OR "DISHONORABLE", as appropriate and consistent with the reason and authority for separation, unless otherwise directed by the MPC (SEP).

<u>Type of Certificate</u>	<u>Character of Service</u>
DD Form 256CG-Honorable	Honorable
DD Form 257CG-General	Under Honorable Conditions
DD Form 794CG-Under Other Than Honorable Cond.	Under Other Than Honorable Cond.
DD Form 259CG-Bad Conduct	Under Other Than Honorable Cond.
DD Form 260CG-Dishonorable	Dishonorable

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- b. No Discharge Certificate Issued. In determining the entry to be made for an enlisted member who does not receive a discharge at the time of separation, but is assigned to or transferred to a Reserve or Retired component, the "Character of Service" will be determined in the same manner as if he/she were being discharged.
 - c. Uncharacterized Separations. For members separated under authority of Article 12-B-20, CG PERSMAN, COMDTINST M1000.6 (series) enter "Uncharacterized".
2. Officers and Cadets.
- a. Discharge Certificate Issued. Enter in capital letters "HONORABLE" when an honorable discharge certificate is issued; "UNDER HONORABLE CONDITIONS" when a general discharge certificate is issued; "UNDER OTHER THAN HONORABLE CONDITIONS" when a certificate under other than honorable conditions is issued as appropriate and consistent with the reason and authority for separation set forth in the member's orders, unless otherwise directed by the MPC-SEP.
 - b. No Discharge Certificate Issued. Except in case of officers and cadets being dismissed from the Service or dropped from the rolls, enter "HONORABLE" in all cases wherein no discharge certificate is being issued, unless otherwise directed by the MPC-SEP or where the orders directing separation expressly state that the separation is considered to be under other than honorable conditions.

Block 25. Separation Authority.

- 1. Enlisted Personnel. Enter the appropriate separation authority associated with a particular authority and reason for separation as shown in the SPD Handbook, unless otherwise directed by the MPC-SEP.
- 2. Officers and Cadets. Enter the appropriate separation code (SPD) associated with a particular authority and reason for separation as shown in the SPD Handbook or as stated by the MPC-SEP in the message granting discharge authority.

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Block 26. Separation Code. Enter the appropriate separation code (SPD) associated with a particular authority and reason for separation as shown in the SPD Handbook or as stated by the MPC-SEP in the message granting discharge authority.

Block 27. Reenlistment Code.

1. Enlisted Personnel. Enter the appropriate reenlistment code to denote whether or not the member is recommended for reenlistment. Use only the proper reenlistment code associated with a particular SPD Code as shown in the SPD Handbook. Codes not listed may only be used upon specific authority from the MPC-SEP. See Article 12-B-4, CG PERSMAN, COMDTINST M1000.6 (series), for criteria for determining whether or not a member may be recommended for reenlistment.
2. Officers and Cadets. Enter "NA".

Block 28. Narrative Reason for Separation. Only the narrative reason, i.e. UNSUITABILITY, MISCONDUCT, etc. is to be entered--do not enter additional information, i.e. "Due to frequent involvement with civil authorities, financial irresponsibility, etc."

1. Enlisted Personnel. The MPC-SEP will specify entries to be made in this item by pertinent letter or orders issued. When discharge authorized by district or command, enter these categories where applicable: "EXPIRATION OF TERM OF ENLISTMENT"; "WITHIN THREE MONTHS OF EXPIRATION OF ENLISTMENT"; "USCG RELEASED FROM ACTIVE DUTY AND TRANSFERRED TO CG RESERVE"; "UNSUITABILITY"; "ENTRY LEVEL SEPARATION (CAPE MAY TRAINING CENTER ONLY)".
2. Officers and Cadets. The pertinent letter or order issued by the MPC-SEP, or other appropriate authority, will stipulate in each case the narrative reason to be entered in block 28.

Block 29. Dates and Time Lost During This Period. Enter inclusive dates for all periods of time lost, whether pay was forfeited or not, during the period from the date of entry (block 12a) to the date of separation (block 12b). Include periods of unauthorized absence (UA), sickness due to misconduct (SKMC), confinement (CONF), and nonperformance of duty due to civil arrest (NPDI CIVIL),

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but do not identify types of time lost by other than "TL". If there are no periods to report, enter "NONE". Do not leave this block blank. (e.g., TL: 6-21-89 to 7-29-89, 11-1-89 to 1-4-89 or TL: NONE).

Block 30. Member Request Copy 4. If member requests to receive the special information contained in items 23 through 29, his/her initials are required in block 30. Copy (4) will be given to the member at the time of separation along with the original copy (1).

F. Distribution of DD Form 214. Commanding officers are directed to effect the distribution of all copies of the DD Form 214 without delay. This form is vital in the recruitment program of the Regular and Reserve components of the Armed Forces, and in assisting the individual to obtain Veterans Administration benefits, reemployment rights, and unemployment compensation as a result of service. The distribution of the copies will be as follows:

1. Member's Copy (No. 1). The original DD Form 214 will be given to the person being released, transferred, discharged, or retired.
2. Record Copy (No. 2).
 - a. Enlisted Personnel. All separation documents and closed out PERSRU and Unit Personnel Data Records (PDR's) must be forwarded per COMDTINST M1080.10 (series). Upon release from active duty with concurrent transfer to the Coast Guard Reserve, discharge without immediate reenlistment, and retirement, copy 2 shall be attached to the separation documents and forwarded to the MPC-s.
 - b. Officers. In all cases, forward the number (2) copy to the MPC-s.
 - c. Cadets. Handle in accordance with USCG ACADEMY policy.
3. Veterans Administration Data Processing Center Copy (No. 3): Forward copy (3) to: Veterans Administration Data Processing Center (214) 1615 East Woodward Street Austin, Texas 78772

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4. Special Additional Information Copy (No. 4). Copy (4) will be given to the member being separated upon request. If the member does not request this copy, it will be forwarded to the MPC-s or Commandant (G-RSM), as appropriate, along with other separation documents.
5. Department of Labor Copy (No. 5). Forward copy (5) to:

Louisiana UCX/UCFE
Claims Control Center
U.S. Department of Labor
P.O. Box 94246 Capital Station
Baton Rouge, Louisiana 70804-9246.
6. State Director of Veterans Affairs Copy (No. 6). Forward copy (6) to the appropriate State Director of Veterans Affairs (see Chapter 4), if the member so requests by having checked "Yes" in block 20, "Member Requests Copy Be Sent to Director of Veterans Affairs". If the member does not request the copy to be mailed, forward to the MPC-s, or Commandant (G- RSM), as appropriate, along with other separation documents.
7. District Commander's Copy (No. 7).
 - a. Enlisted Personnel.
 - (1) Discharged Personnel. Forward to the MPC-s along with other separation documents.
 - (2) Member Transferred or Retained in Reserves. In cases of Regular or Reserve personnel who are transferred to, or retained in, the Coast Guard Reserve to complete a Reserve obligation under the Military Selective Service Act of 1967, attach copy (7) to the PERSRU and Unit PDR's.
 - (3) Retired Personnel. In cases of personnel being retired, file copy (7) in the separation documents.
 - b. Officers and Cadets.
 - (1) Released/Transferred to Reserves. In case

of transfer or release to inactive service, forward copy (7) to the district commander (r) having jurisdiction over the address indicated as being the permanent home address of the Reservist being separated. This copy will be filed in the officer's inactive Reserve record.

(2) Retired Personnel. In cases of personnel being retired, file in the separation documents.

(3) All others. Forward to the MPC-s along with other separation documents.

8. Service Copy (No. 8). Forward copy (8) to the MPC-s or Commandant (G-RSM), as appropriate, along with other separation documents.

G. Personnel Being Separated Who Complete VA Form 21-526. If a member being separated completes VA Form 21-526, Veterans Application for Compensation, Pension, or Hospitalization, forward a reproduced copy of the original, copy (1), with copies of the entire health record (except cover), to the Veterans Administration Regional Office having jurisdiction over his/her permanent address.

H. Personnel Transferred to Veterans Administration Hospital. Forward a reproduced copy of the original, copy (1), with clinical records, X-ray films and copies of the entire health record (except cover) to the designated hospital.

I. Replacement of Lost DD Form 214. In the event the original DD Form 214 is lost, certified copies may be obtained by addressing a request to the MPC-s, United States Coast Guard, Washington, D.C. 20593-0001. Such requests should include the individual's full name, grade or rate, social security number, and the date of transfer or discharge.

J. Additional Copy Requirements. Discharged Alien Deserters. Provide one reproduced copy of the original, copy (1), to:

U. S. Department of State
Visa Office - SCA/VO
State Annex No. 2
Washington D.C. 20520.

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Place of birth will be entered in Block 18.

- K. Correction to the DD Form 214. Any corrections entered on the DD Form 214 will render the form void unless they are initialed by the authorizing official. The individual to whom the form is issued will be informed of the correction. Corrections to the DD Form 214 after issuance and distribution shall be made ONLY by the MPC-s on the standard correction form, the Certificate of Release or Discharge From Active Duty, (DD Form 215) upon request to:

Military Personnel Command (s)
United States Coast Guard
Washington, D.C. 20593-0001

The request should include the individual's full name, grade or rate, social security number, and the date of transfer or discharge. Information which may not be entered on the DD Form 214 also may not be entered on the DD Form 215.

- L. Administrative Issuance or Reissuance of the DD Form 214.

1. The DD Form 214 will normally be prepared by the command from which the member is separated. When it is determined that a DD Form 214 has not been issued, MPC-s or Commandant (G-RSM-3) may direct the issuance of a DD Form 214. When a DD Form 214 has been prepared, signed and distributed, personnel officers do not have authority to reissue the DD Form 214 without prior approval from the MPC-s or Commandant (G-RSM-3).
2. Reissuance. The MPC will determine and direct the reissuance of the DD Form 214 when the following conditions exist:
 - a. The DD Form 214 cannot be corrected by the issuance of a DD Form 215.
 - b. The correction would require the issuance of more than two DD Forms 215.
 - c. Two DD Forms 215 have been issued and an additional correction is required.

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- d. There is a change in block 24, Character of Service, on the DD Form 214.
- e. Derogatory information is cited in Item 28, Narrative Reason for Separation.

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD
SAFEGUARD ITANY ALTERATIONS IN SHADED
AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY									
1 NAME (Last First Middle)			2 DEPARTMENT COMPONENT AND BRANCH			3 SOCIAL SECURITY NO			
4 a GRADE RATE OR RANK		4 b PAY GRADE		5 DATE OF BIRTH (YYMMDD)		6 RESERVE OBLIG TERM DATE			
						Yes Month Day			
7 a PLACE OF ENTRY INTO ACTIVE DUTY				7 b HOME OF RECORD AT TIME OF ENTRY (City and state or complete address if known)					
8 a LAST DUTY ASSIGNMENT AND MAJOR COMMAND				8 b STATION WHERE SEPARATED					
9 COMMAND TO WHICH TRANSFERRED						10 SGLI COVERAGE		None	
						Amount \$			
11 PRIMARY SPECIALTY (List number title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)				12 RECORD OF SERVICE		Year(s)		Month(s)	
				a Date Entered AD This Period					
				b Separation Date This Period					
				c Net Active Service This Period					
				d Total Prior Active Service					
				e Total Prior Inactive Service					
				f Foreign Service					
				g Sea Service					
				h Effective Date of Pay Grade					
13 DECORATIONS MEDALS, BADGES CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)									
14 MILITARY EDUCATION (Course title number of weeks and month and year completed)									
15 a MEMBER CONTRIBUTED TO POST VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM									
Yes		No		15 b HIGH SCHOOL GRADUATE OR EQUIVALENT		Yes		No	
						16 DAYS ACCRUED LEAVE PAID			
17 MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION									
Yes		No							
18 REMARKS									
19 a MAILING ADDRESS AFTER SEPARATION (Include Zip Code)					19 b NEAREST RELATIVE (Name and address include Zip Code)				
20 MEMBER REQUESTS COPY 6 BE SENT TO					DIR OF VET AFFAIRS				
Yes		No		22 OFFICIAL AUTHORIZED TO SIGN (Typed name grade title and signature)					
21 SIGNATURE OF MEMBER BEING SEPARATED									

CAUTION NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD SAFEGUARD IT		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1 NAME (Last First Middle)		2 DEPARTMENT COMPONENT AND BRANCH		3 SOCIAL SECURITY NO	
4 a GRADE RATE OR RANK		4 b PAY GRADE		5 DATE OF BIRTH (YYMMDD)	
				6 RESERVE OBLIG TERM DATE	
				year Month Day	
7 a PLACE OF ENTRY INTO ACTIVE DUTY		7 b HOME OF RECORD AT TIME OF ENTRY (City and state or complete address if known)			
8 a LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8 b STATION WHERE SEPARATED			
9 COMMAND TO WHICH TRANSFERRED				10 SGLI COVERAGE <input type="checkbox"/> None	
				Amount \$	
11 PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12 RECORD OF SERVICE		Year(s) Month(s) Day(s)	
		a Date Entered AD This Period			
		b Separation Date This Period			
		c Net Active Service This Period			
		d Total Prior Active Service			
		e Total Prior Inactive Service			
		f Foreign Service			
		g Sea Service			
		h Effective Date of Pay Grade			
13 DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
14 MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15 a MEMBER CONTRIBUTED TO POST VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM		15 b HIGH SCHOOL GRADUATE OR EQUIVALENT		16 DAYS ACCRUED LEAVE PAID	
Yes No		Yes No		Yes No	
17 MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					
Yes No					
18 REMARKS					
19 a MAILING ADDRESS AFTER SEPARATION (Include Zip Code)			19 b NEAREST RELATIVE (Name and address include Zip Code)		
20 MEMBER REQUESTS COPY 6 BE SENT TO DIR. OF VET AFFAIRS			22 OFFICIAL AUTHORIZED TO SIGN (Type name, grade, title and signature)		
Yes No					
21 SIGNATURE OF MEMBER BEING SEPARATED					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23 TYPE OF SEPARATION			24 CHARACTER OF SERVICE (Include upgrades)		
25 SEPARATION AUTHORITY			26 SEPARATION CODE		27 REENTRY CODE
28 NARRATIVE REASON FOR SEPARATION					
29 DATES OF TIME LOST DURING THIS PERIOD				30 MEMBER REQUESTS COPY 4	
				Initials	

FORM DD 215 1 JUL 79

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

1 NAME (Last first middle)		2 DEPARTMENT COMPONENT AND BRANCH		3 SOCIAL SECURITY NO (Also Service Number if applicable)	
4 MAILING ADDRESS (Include ZIP Code)					
5 ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW					
ITEM NO	CORRECTED TO READ				
	SEPARATION DATE ON DD FORM 214 BEING CORRECTED _____				
6 DATE		7 TYPED NAME GRADE TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN			

DD FORM 215
1 JUL 79PREVIOUS EDITIONS
OF THIS FORM ARE
OBSOLETE**CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR
DISCHARGE FROM ACTIVE DUTY**

MEMBER 1

COMDTINST M1900.4D

CHAPTER 2. REENLISTMENT CODES - ENLISTED PERSONNEL

RE-1 Eligible for Reenlistment

RE-2 Ineligible for Reenlistment because of status:

- Retired (except for transfer to TDRL)
- Commissioned Officer
- Warrant Officer

RE-3 Eligible for Reenlistment except for disqualifying factor. Add letter to indicate status at time of separation.

- RE-3A Alien
- RE-3B Unavailable for world wide assignment due to parenthood.
- RE-3C Conscientious objector
- RE-3D Dependency
- RE-3E Erroneous enlistment
- RE-3F Exceeds weight standards
- RE-3G Condition (not physical disability) interfering with performance of duty
- RE-3H Hardship
- RE-3K Eligible for reenlistment except in designated rating (list rating in remarks block)
- RE-3L Entry level separation, must have waiver to reenlist
- RE-3N Importance to national health, safety, or interest
- RE-3P Physical disability (includes discharge, transfer to TDRL)
- RE-3Q Disqualified for officer candidate training (not PQ for appointment as officer)
- RE-3R Unsuccessful in obtaining Professional Growth Point
- RE-3S Sole surviving son/daughter and certain family members
- RE-3U Minority age
- RE-3X Motion sickness or Nonswimmer
- RE-3Y Unsatisfactory Performance

RE-4 Not eligible for Reenlistment

CHAPTER 3. ADDRESSES OF VETERANS ADMINISTRATION REGIONAL OFFICES

1. The Veterans Administration Regional Office copy of the DD Form 214 will be forwarded to the regional office having jurisdiction over the addresses indicated in Block 19 of the form when required by Chapter 1, Part G of this Instruction.
2. The following list indicates that some states have more than one regional office resulting in a division of the counties within the state. In some instances, a regional office in one state may have extended jurisdiction to include several counties in another state.

<u>Territory Allotted to</u>	<u>VA Regional Office</u>
ALABAMA All Cities and Counties	474 South Court Street Montgomery, Alabama 36104
ALASKA Entire Territory	2925 DeBarr Road Anchorage, Alaska 99508
ARIZONA All cities and Counties	3225 N. Central Avenue Phoenix, Arizona 85012
ARKANSAS All Cities and Counties	Bldg. 65, Ft. Roots PO. Box 1280 Little Rock, Arkansas 72115
CALIFORNIA Counties:	
Inyo Kern Los Angeles Orange	San Bernardino San Luis Obispo Santa Barbara Ventura
Alpine Lassen	Modoc Mono
Imperial Riverside	San Diego San Diego, CA 92108
All Other Counties	2022 Camino Del Rio North 211 Main Street San Francisco, CA 94105

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CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

CANAL ZONE
Entire Zone

941 North Capitol St., NE
Washington, DC 30421

COLORADO
All Cities and Counties

Denver Fed. Cntr - Bldg 20
44 Union Blvd.
P.O. Box 25126
Denver, Colorado 80225

CONNECTICUT
All Cities and Counties

450 Main Street
Hartford, CT 06103

DELAWARE
All Cities and Counties

1601 Kirkwood Highway
Wilmington, DE 19805

DISTRICT OF COLUMBIA
Entire District

941 North Capitol St., NE
Washington, DC 20421

FLORIDA
All Cities and Counties

144 First Avenue South
St. Petersburg, FL 33731

GEORGIA
All Cities Counties

730 Peachtree Street, NE
Atlanta, GA 30365

GUAM and HAWAII
Entire Islands

P.O. Box 50188
Honolulu, HI 96850

IDAHO
All Cities and Counties

550 W. Fort St. -Box 044
Boise, Idaho 83724

ILLINOIS
All Cities and Counties

536 S. Clark St.
P.O. Box 8136
Chicago, IL 60680

INDIANA
All Cities and Counties

575 North Pennsylvania St.
Indianapolis, IN 46204

IOWA
All Cities and Counties

210 Walnut Street
Des Moines, Iowa 50309

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

KANSAS

All Cities and Counties

5500 E. Kellogg

Wichita, Kansas 67211

KENTUCKY

All Cities and Counties

545 S. third Street

Louisville, Kentucky 40202

LOUISIANA

All Cities and Parishes

701 Loyola Avenue

New Orleans, LA 70113

MAINE

All Cities and Counties

Veterans Admin. Center

Route 17 East

Togus, ME 04330

MARYLAND

Counties: Montgomery
Prince Georges

941 North Capitol St., NE

Washington, DC 20421

All Other Counties

31 Hopkins Place, Fed Bldg.

Baltimore, MD 21201

MASSACHUSETTS

Cities and Towns - Bristol County:

John Fitzgerald Kennedy

Federal Building

Government Center

Boston, MA 02203

All Other Cities and Towns
in Bristol County

380 Westminister Mall

Providence, RI 02903

Cities and Towns - Plymouth County:

Carver

Middleboro

Lakesville

Rochester

Marion

Wareham

Mattapoisett

John Fitzgerald Kennedy

Federal Building

Government Center

Boston, MA 02203

Counties:

Barnstable

Nantucket

Dukes

380 Westminister Mall

Providence, RI 02903

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

MASSACHUSETTS (cont'd)
All Other Counties

John Fitzgerald Kennedy
Federal Building
Government Center
Boston, MA 02203

MICHIGAN
All Cities and Counties

Patrick V. McNamara
Federal Building
477 Michigan Avenue
Detroit, MI 48226

MINNESOTA

Counties:

Becker	Norman
Beltrami	Otter Tail
Clay	Pennington
Clearwater	Polk
Lake of the Woods	
Mahnomen	Roseau
Marshall	Wildin
Kittson	Red Lake

655 First Ave., North
Fargo, ND 58102

All Other Counties

Federal Bldg., Ft. Snelling
St. Paul, MN 55111

MISSISSIPPI
All Cities and Counties

Veterans' Admin. Center
100 West Capitol Street
Jackson, MS 39269

MISSOURI
All Cities and Counties

Federal Building
1520 Market Street
St. Louis, MO 63103

MONTANA
All Cities and Counties

Veterans' Admin. Center
Fort Harrison, MT 59636

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

NEBRASKA

All Cities and Counties

5631 S. 48th Street

Lincoln, Nebraska 68516

NEVADA

All Cities and Counties

245 East Liberty Street

Reno, NV 89520

NEW HAMPSHIRE

All Cities and Counties

Norris Cotton Federal Bldg.

275 Chestnut Street

Manchester, NH 03101

NEW JERSEY

All Cities and Counties

20 Washington Place

Newark, NJ 07102

NEW MEXICO

All Cities and Counties

500 Gold Avenue, SW

Albuquerque, NM 87102

NEW YORK

Counties:

Albany

Bronx

Clinton

Columbia

Essex

Franklin

Fulton

Green

Delaware

Dutchess

Hamilton

King

Montgomery

Nassau

New York

Westchester

Orange

Otsego

Putnam

Queens

Rockland

Saratoga

Schenectady

Schoharie

Rensselaer

Richmond

Suffolk

Sullivan

Ulster

Warren

Washington

252 Seventh Ave

at 24th St.

New York, NY 10001

All Other Counties

111 W. Huron St.

Buffalo, NY 14202

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

NORTH CAROLINA
All Cities and Counties

251 Main St.
Winston Salem, NC 27155

NORTH DAKOTA
All Cities and Counties

655 First Ave., North
Fargo, ND 58102

OHIO
All Cities and Counties

Federal Office Bldg
1240 E. 9th St.
Cleveland, OH 44199

OKLAHOMA
All Cities and Counties

125 South Main St.
Muskogee, OK 74401

OREGON
All Cities and Counties

1220 SW 3rd Avenue
Portland, OR 97204

PENNSYLVANIA

Counties:

Adams	Lycoming
Berks	Mifflin
Bradford	Monroe
Bucks	Montgomery
Cameron	Montour
Carbon	Northampton
Centre	Northumberland
Cumberland	Potter
Dauphin	Schuylkill
Franklin	Sullivan
Chester	Perry
Clinton	Philadelphia
Columbia	Pike
Juniata	Susquehanna
Lackawanna	Tioga
Lancaster	Union
Lebanon	Wayne
Lehigh	Wyoming
Luzerne	York

P. O. Box 8079
500 Wissahickon Ave.
Philadelphia, PA 19101

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

PENNSYLVANIA (cont'd)

All Other Cities:

1000 Liberty Ave.
Pittsburgh, PA 15222

PHILIPPINE ISLANDS

Entire Islands

1131 Roxas Blvd.
APO AP Manila 96440

PUERTO RICO

Entire Possessions of Puerto Rico

GPO, Box 4867
San Juan, PR 00936

RHODE ISLAND

All Cities and Counties

380 Westminster Mall
Providence, RI 02903

SOUTH CAROLINA

All Cities and Counties

1801 Assembly Street
Columbia, SC 29201

SAMOA

941 North Capitol St., NE
Washington, DC 20421

SOUTH DAKOTA

All Cities and Counties

Post Office Box 5046
Sioux Falls, SD 57117

Tennessee

110 9th Avenue So.
Nashville, TN 37203

TEXAS

Counties:

Angelina	Dewitt
Aransas	Dimitt
Atascosa	Duval
Austin	Edwards
Brewster	Gonzales
Brooks	Grimes
Bandera	Fort Bend
Bee	Frio
Bexar	Galveston
Blanco	Gillespie
Brazoria	Goliad
Caldwell	Guadalupe

2515 Murworth Dr.
Houston, TX 77054

COMDTINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

TEXAS (cont'd)

Counties:

Calhoun	Hardin
Cameron	Harris
Chambers	Hays
Colorado	Hidalgo
Comal	Houston
Crockett	Jacson
Jasper	Matagorda
Jefferson	Maverick
Jim Hogg	Medina
Jim Wells	Menard
Karnes	Montgomery
Kendall	Nacogdoches
Kenedy	Newton
Kerr	Nueces
Kimble	Orange
Kinney	Pecos
Kleberg	Polk
LaSalle	Real
Lavaca	Refugio
Liberty	Sabine
Live Oak	San Augustine
McCulloch	San Jacinto
McMullen	San Patricio
Mason	Schleicher
Shelby	Starr
Sutton	Terrell
rinity	Tyler
Uvalde	Val Verde
Victoria	Walker
Waller	Washington
Webb	Wharton
Willacy	Wilson
Zapata	Zavala

2515 Murworth Dr.
Houston, TX 77054

All Other Countries

1400 N. Valley Mills Dr.
Waco, TX 76799

UTAH

All Cities and Counties

P. O. Box 11500
Federal Building
Salt Lake City, UT 84147

COMDINST M1900.4D

CHAPTER 3 (cont'd)

Territory Allotted to

VA Regional Office

VERMONT

All Cities and Counties

Veterans' Admin. Center
White River Junction, VT
05001

VIRGINIA

Cities: Counties:

Alexandria Arlington
Fairfax Fairfax
Falls Church

941 North Capitol St., NE
Washington, DC 20421

All Other Counties:

210 Franklin Rd., SW
Roanoke, VA 24011

VIRGIN ISLANDS

Entire Islands

GPO, Box 4867
San Juan, PR 00936

WASHINGTON

All Cities and Counties

915 Second Ave.
Seattle, WA 98174

WEST VIRGINIA

Counties:

Brooke Marshall
Hancock Ohio

1000 Liberty Ave.
Pittsburg, PA 15222

All Other Counties:

640 4th Ave.
Huntington, WV 25701

WISCONSIN

All Cities and Counties

5000 W. National Ave.
Milwaukee, WI 52395

WYOMING

All Cities and Counties

Veterans' Admin. Center
2360 East Pershing Blvd.
Cheyenne, WY 82001

CHAPTER 4. ADDRESSES OF STATE DIRECTOR OF VETERANS AFFAIRS

ALABAMA

Director
Department of Veterans Affairs
P.O. Box 1509
Montgomery, AL 36192-3701

ALASKA

Division of Veterans' Affairs
Dept. of Military & Veterans' Affairs
3601 C Street, Suite 620
Anchorage, AK 99503-5989

AMERICAN SAMOA

Veterans' Affairs Officer
Office of Veterans' Affairs
American Samoa Government
P.O. Box 2586
Pago Pago, American Samoa 96799

ARIZONA

Director of Veterans' Affairs
Arizona Veterans' Service Comm.
3225 N. Central Ave., Suite 910
Phoenix, AZ 85012

ARKANSAS

Director
Department of Veterans' Affairs
1200 West 3rd - Room 105
Box 1280
Little Rock, AR 72201

CALIFORNIA

Director
Department of Veterans' Affairs
1227 O Street, Room 200A
Sacramento, CA 95814

CONNECTICUT

Commandant
Veterans' Home and Hospital
287 West St.
Rocky Hill, CT 06067

DELAWARE

Chairman
Comm. of Veterans' Affairs
P.O. Box 1401
Dover, DE 19901

DISTRICT OF COLUMBIA

Chief
Office of Veterans' Affairs
941 N. Capitol St., NE
Room 1211-F
Washington, DC 20421

FLORIDA

Director
Division of Veterans' Affairs
P.O. Box 1437
St. Petersburg, FL 33731

GEORGIA

Commissioner
Dept. of Veterans' Affairs
Floyd Veterans' Memorial Bldg
Suite E-970
Atlanta, GA 30334

GUAM

Office of Veterans' Affairs
P.O. Box 3279
Agana, Guam 96910

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

CANAL ZONE

NONE

COLORADO

Director
Division of Veterans' Affairs
Department of Social Services
1575 Sherman St., Room 122
Denver, CO 80203

ILLINOIS

Director
Department of Veterans' Affairs
208 West Cook St.
Springfield, IL 62705

INDIANA

Director
Dept of Veterans' Affairs
707 State Office Building
100 N. Senate Avenue
Indianapolis, IN 46204

IOWA

Administrator
Veterans' Affairs Division
7700 N.W. Beaver Drive
Camp Dodge
Johnston, Iowa

HAWAII

Director
Dept. of Social Services
and Housing
Veterans' Affairs Section
3949 Diamond Head Rd.
Honolulu, HI 96809-0339

IDAHO

Administrator
Division of Veterans'
Affairs
P.O. Box 7765
Boise, Idaho 83707

MASSACHUSETTS

Commissioner
Dept. of Veterans' Service
100 Cambridge St., Rm 1002
Boston, MA 02202

MICHIGAN

Director
Michigan Veterans' Trust
Fund
Ottawa Bldg., North Tower
Third Floor
P.O. Box 30026
Lansing, MI 48909

MINNESOTA

Commissioner
Dept. of Veterans' Service
Bldg.
Veterans' Service Bldg.
2nd Floor
St. Paul, MN 55155

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

KANSAS

Executive Director
Kansas Veterans' Commission
JayHawk Tower, Suite 701
700 S.W. Jackson St.
Topeka, KS 66603-3150

KENTUCKY

Director
Kentucky Cntr for Veterans' Affairs
600 Federal Place - RM 1365
Louisville, KY 40202

LOUISIANA

Executive Director
Dept. of Veterans' Affairs
P.O. Box 94095, Capital Station
Baton Rouge, LA 70804-4095

MAINE

Director
Bureau of Veterans' Services
State Office Bldg., Station 117
Augusta, ME 04333

MARYLAND

Executive Director
Maryland Veterans' Commission
Federal Building, RM 110
31 Hopkins Plaza
Baltimore, MD 21201

MISSISSIPPI

President
State Veterans' Affairs
Board
120 North State St.
War Memorial Bldg, RM B-100
Jackson, MS 39201

MISSOURI

Director
Division of Veterans'
Affairs
P.O. Drawer 147
Jefferson City, MO 65101

MONTANA

Administrator
Veterans' Affairs Division
P.O. Box 5715
Helena, MT 59604

NEBRASKA

Director
Dept. of Veterans' Affairs
P.O. Box 95083
State Office Bldg.
Lincoln, NE 68509

Commissioner
Com. for Veterans' Affairs
1201 Terminal Way, RM 108
Reno, NV 89520

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

NEW HAMPSHIRE

Director
State Veterans' Council
359 Lincoln St.
Manchester, NH 03103

NEW JERSEY

Director
Division of Veterans' Programs
and Special Services
143 E. State St., RM 505
Trenton, NJ 08608

NEW MEXICO

Director
Veterans' Service Commission
P.O. Box 2324
Santa Fe, NM 87503

NEW YORK

Director
Division of Veterans' Affairs
State Office Bldg., #6A-19
Veterans' Highway
Hauppauge, NY 11788

NORTH CAROLINA

NC Veterans' Affairs
Albemarle Bldg, Suite 1065
325 N. Salisbury St.
Raleigh, NC 27603

OREGON

Director
Dept. of Veterans' Affairs
Oregon Veterans' Bldg.
700 Summer St., NE, Suite
150
Salem, OR 97310-1270

PENNSYLVANIA

Director
Dept. of Military Affairs
Bureau of Veterans' Affairs
Fort Indiantown Gap
Building 5-0-47
Annville, PA 17003-5002

PUERTO RICO

Director
Bureau of Veterans' Affairs
and Human Resources
Department of Labor
505 Munoz Rivera Ave.
Hato Rey, PR 00918

RHODE ISLAND

Chief
Veterans' Affairs Office
Metacom Ave.
Bristol, RI 02809

SOUTH CAROLINA

Director
Dept. of Veterans' Affairs
1205 Pendleton St.
Columbia, SC 29201

CHAPTER 4. (cont'd)

NORTH DAKOTA

Commissioner
Department of Veterans' Affairs
15 N. Broadway, Suite 613
Fargo, ND 58102

OHIO

Director
Division of Soldiers Claims and
Veterans' Affairs
State House Annex, RM 11
Columbus, OH 43215

OKLAHOMA

Director
Department of Veterans' Affairs
P.O. Box 53067
Oklahoma City, OK 73152

UTAH

Veterans' Benefits Coordinator
P.O. Box 45011
150 West North Temple
Salt Lake City, Utah 84145

VIRGINIA

Director
Division of War Veterans' Claims
210 Franklin Rd., SW, RM 1002
Roanoke, VA 24004
Roanoke, VA 24004

SOUTH DAKOTA

Director
Dept. of Veterans' Affairs
500 East Capitol Ave.
Pierre, SD 57501-5083

TENNESSEE

Commissioner
Dept. of Veterans' Affairs
215 8th Ave., North
Nashville, TN 37203

TEXAS

Executive Director
Veterans' Affairs Commission
P.O. Box 12277, Capitol Sta.
Austin, TX 78711

VERMONT

Director
Veterans' Affairs Office
State Office Building
Montpelier, VT 05602

VIRGIN ISLANDS

Director
Division of Veterans'
Affairs
P.O. Box 890
Christiansted
St. Croix, Virgin Islands
00820

COMDTINST M1900.4D

CHAPTER 4. (cont'd)

WASHINGTON

Director
Department of Veterans' Affairs
P.O. Box 9778, Mail Stop PM-41
Olympia, WA 98504

WISCONSIN

Secretary
Department of Veterans' Affairs
P.O. Box 7843
77 N. Dickinson St.
Madison, WI 53703

WEST VIRGINIA

Director
Dept. of Veterans' Affairs
605 Atlas Building
Charleston, WV 25301

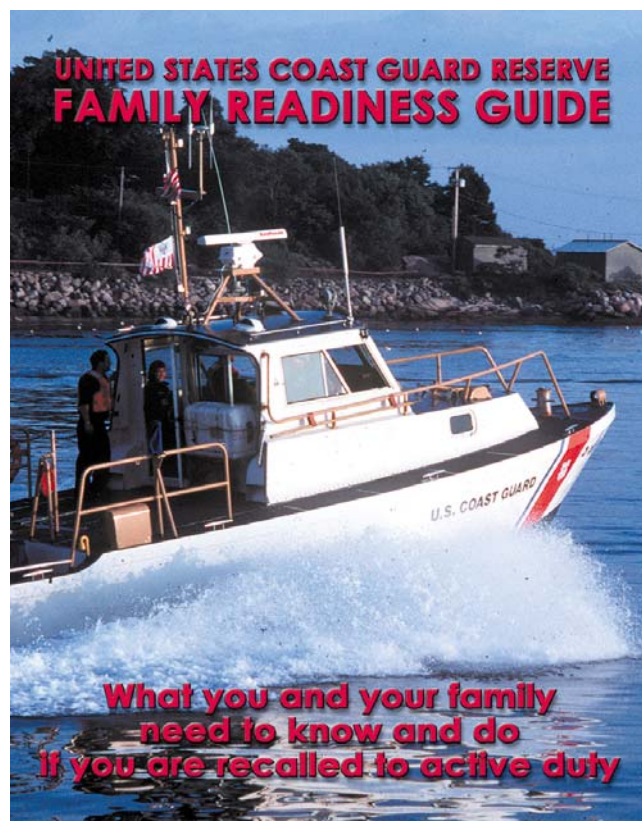
WYOMING

NONE

United States Coast Guard Family Readiness Guide

**What You and Your Family Need to Know and
Do If You Are Recalled to Active Duty**

Special Insert to the October 2001 Reservist Magazine



A Guide to Assist Families of Mobilized Coast Guard Reservists

As a member of a family who has a husband, wife, father, mother, son, daughter, brother or sister who is serving in the Coast Guard Reserve, you face many challenges when that loved one is performing military service. This booklet is designed to help answer questions you may have about your entitlements and benefits. Although designed to answer the questions a spouse may have, it can be a valuable source of information for all family members. Here you can find an overview of military benefits and how to access them, eligibility requirements associated with some entitlements, and, most importantly, shows you where to obtain assistance when you have specific questions and problems.

Please Note: The information and points of contact in this publication were accurate at the time of publication (October 2001). Military personnel issues such as pay, benefits, and entitlements are constantly being updated and improved. This Family Readiness Guide is a general reference. For the most up-to-date information, please contact the resources listed, your unit and/or your servicing Integrated Support Command.

Identification Cards

The Coast Guard uses the Department of Defense (DOD) Real-Time Automated Personnel Identification System (RAPIDS) to issue members and their dependents distinct identification (ID) cards authorizing them to receive Uniformed Services' benefits and privileges. Spouses and eligible dependents of reservists should be enrolled in the Defense Eligibility Enrollment System (DEERS) and be issued red reserve dependent ID cards (DD Form 1173-1). The ID cards serve as proof that individuals have been pre-enrolled in DEERS, which is an important first step in obtaining family member and dependent medical treatment when the service member is called to active duty for 31 consecutive days or more.

When reservists are called to active duty for 31 days or more, their status in DEERS must be changed from reserve to active duty. Part of the processing for entry on active duty should also be the completion of a DD Form 1172, Application for Uniformed Services Identification Card — DEERS Enrollment, for each eligible family member and legal dependent. These applications, along with surrender of the red reserve dependent ID cards, will allow family members and dependents to receive the DD Form 1173 (tan ID cards). These cards will authorize appropriate medical, commissary, exchange and morale, welfare and recreation (MWR) benefits and privileges for the period of active duty specified on the members' orders.

Family members and eligible dependents are required to report to a RAPIDS ID card-issuing site in order to be issued the appropriate ID card. Reservists can ask their commands for a list of ID card issuing locations in their area (these can be either Coast Guard or DOD sites), or you can find a location by using these Web sites: <http://www.dmdc.osd.mil/rsl>/or <http://www.dmdc.osd.mil/sites>. ***Be sure to call ahead to confirm specific requirements, documentation and hours of operation.***

Dependents may choose to keep the red reserve dependent ID cards if the reservist's orders are for less than 270 days, but these cards do not authorize eligibility for medical benefits and commissary privileges in and of themselves. They will need to be accompanied by a copy of the service member's orders to active duty. However, the red cards do authorize access to exchange and certain MWR privileges.

Military Pay & Allowances

Pay, allowances, benefits and entitlements depend, all or in part, on a member's rank, length of service, dependent status, and the type of orders the member is serving under.

A member serving on active duty is entitled to **basic pay**. Basic pay is based on a 30-day monthly rate with pay periods twice each month — the 15th and the 30th. The rate of pay is based on the member's rank/pay grade and years of service. **Inactive Duty Training (IDT) Pay** is commonly referred to as "drill pay." The amount earned for each drill equals 1/30th of the monthly basic pay rate for the member's rank and years of service. The current pay tables for basic pay and IDT drill pay can be found at:

<http://www.dfas.mil/money/milpay/pay/>.

Basic Allowance for Subsistence (BAS) is intended to provide a partial subsidy for the cost of food. It is generally paid only when the member serves on active duty. The number of dependents does not affect BAS, and it is not subject to income tax. **Basic Allowance for Housing (BAH)**, which is also not subject to income tax, is intended to provide partial compensation for the cost of housing while the member serves on active duty. The housing allowance for members serving on active duty for more than 139 days, or those serving any length of time in conjunction with a contingency operation, is paid according to the member's rank, dependent status (with or without dependents) and location of the duty station. Those serving on active duty for less than 139 days (not in conjunction with a contingency operation) receive a housing allowance, called BAH Type II or BAH-II, at a rate based only on the member's rank and dependent status. BAS rates, and a link to BAH and BAH-II rates can also be found at: <http://www.dfas.mil/money/milpay/pay/>. Reservists performing IDT are not entitled to a housing allowance. However, the military service may be able to provide lodging in kind for the member when government quarters are not available.

Reservists performing active duty for 30 days or more earn **annual leave** at the rate of 2.5 days per month, and most complete active duty with accrued leave. Upon being released from active duty, reservists may be given the option of receiving payment for any accrued leave that has not been used, taking pre-separation leave, or a combination of both. Normally, the maximum allowable leave a service member may "sell" back during his or her entire career is 60 days, but reservists are allowed to sell over 60 days if leave was earned during a military contingency operation.

With few exceptions, all pay and allowances are delivered to the member's designated financial account via electronic funds transfer. A **Leave and Earnings Statement (LES)** is delivered to every member at the beginning of each month that outlines and summarizes all leave and pay transactions for the previous month. The middle of the LES is divided into three main sections: entitlements, allotments, and deductions. The **entitlements** section lists base pay, BAH and BAS, and may include other items like special pay or clothing allowances, if authorized. The **allotments** section will list any portion of the member's pay that he or she has set aside and designated to pay (by electronic funds transfers) family members, banks, donations to Coast Guard Mutual Assistance or the Combined Federal Campaign, dental insurance, etc. The **deductions** section will list federal income and social security taxes that are automatically withheld, as well as premiums for Servicemembers' Group Life Insurance (SGLI). State taxes are

withheld from members' pay for each state having such an agreement with the U.S. Treasury.

When a reservist is ordered to active duty, if the reporting location is not within commuting distance of the member's home of record, the member may be called to active duty in a temporary duty status, so long as the orders state the call to active duty is in a temporary duty status. If this is the case, then the

member may be entitled to ***per diem***, which is a daily allotment to cover the cost of food and lodging. Per diem rates vary from location to location, based on prevailing costs in local areas. If a member is assigned in a temporary duty status and is entitled to per diem, he or she should be issued a government travel charge card and must pay for the food and lodging, then promptly file a travel claim to be reimbursed for expenses incurred. If the temporary duty status is expected to last longer than 30 days, then the member may receive advance funds to pay food and lodging bills, but must still promptly file a travel claim as soon as the temporary duty status has ended. Local per diem rates in the continental U.S. can be found at this Web site: <http://www.dtic.mil/perdiem/pdrform.html>.

Servicemembers' Group Life Insurance

The Servicemembers' Group Life Insurance (SGLI) program provides low cost group life insurance protection to active duty members and reservists, and is available in \$10,000 increments up to the maximum of \$250,000. There are now 2.4 million individuals insured under this program. Those insured under SGLI have two options available to them upon release from service. They can convert their full-time SGLI coverage to Veterans Group Life Insurance (VGLI) or to an individual commercial life insurance policy with any one of 122 participating commercial insurance companies. Since SGLI is group insurance, there are no loan or cash surrender values and no dividends are paid.

Reservists assigned to positions in which IDT and active duty may be required may elect to enroll in SGLI. Coverage is automatic for the maximum amount of insurance (\$250,000) and begins on the first day of duty, including travel. Monthly premiums are deducted from military pay. SGLI coverage can be canceled or reduced by submitting a form SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate. Members who decline or reduce SGLI and later want to obtain or increase the coverage must complete and sign a form SGLV 8285, Request for Insurance, in the presence of an authorized representative of their service, and must answer all medical questions. The representative will certify and file the application. Coverage will become effective immediately, providing review of a member's medical condition is not required by the office of SGLI. For more information concerning SGLI, click on "Life Insurance" on the VA web site at: www.va.gov

SGLI and Reserve Mobilization

DOD Directive 1341.3, section 6.3.3, states: "A reservist who is called to active duty upon mobilization shall receive ***automatically***, SGLI coverage at the ***maximum*** coverage amount effective on the ***date of mobilization***."

For a Reserve component member who has full coverage prior to mobilization, there is no change; he or she will continue to receive full coverage, with no action required. For a Reserve component member who has no SGLI coverage or is enrolled for less than full coverage, he or she is automatically enrolled for maximum coverage, effective on the date of the mobilization, and he or she must complete SGLV-8286 to designate a beneficiary. If the member does not want to enroll, or the member wants to enroll for an amount less than maximum coverage, he or she must indicate so on a Form 8286.

SGLI Family Coverage

The Veterans Opportunity Act of 2001 extends life insurance coverage to spouses and eligible children, and the coverage becomes effective Nov. 1, 2001. For current service members, only those enrolled in SGLI as of Nov. 1 are eligible to participate. Deductions from pay are automatic and begin in November 2001. Action is only required if the SGLI member decides not to participate, or to enroll the spouse at an amount less than the maximum. Spousal consent is not required for any decision made by the member. It is important to note that once coverage has been reduced or denied, in order to later obtain or increase the coverage, medical questions must be answered and proof of good health may be required. Coverage for spouses may be purchased in increments of \$10,000 up

to a maximum of \$100,000. However, spouse coverage cannot exceed the level of the member's SGLI coverage.

Currently established monthly spousal premiums are:

Spouse's Monthly Rate Monthly Cost for Age per \$10,000 \$100,000 Coverage Under 35 \$.90 \$ 9.00
35 — 44 \$ 1.30 \$ 13.00 45 — 49 \$ 2.00 \$ 20.00 50 — 54 \$ 3.20 \$ 32.00 55 & Older \$ 5.50 \$ 55.00

Each dependent child of eligible members will automatically be insured for \$10,000, regardless of whether the spouse is covered. Children will be covered to age 18, or up to age 23 if a child is attending a recognized educational institution. \$10,000 coverage for children is free and cannot be changed or denied.

Forms to decline family coverage can be found at: <http://www.insurance.va.gov/forms/8286a.pdf>

Forms to add family coverage can be found at: <http://www.insurance.va.gov/forms/8285A.pdf>

Thrift Savings Plan

The Thrift Savings Plan (TSP) is an optional retirement investment plan that has been available to civilian government workers since 1987. In 2000, Congress extended the plan to include service members. Contributions to the plan come from “pre-tax” dollars. Service members pay no federal or state income taxes on contributions or earnings until they’re withdrawn.

The open season for signing up will run from Oct. 9, 2001 to Jan. 31, 2002; deductions start in January 2002. In 2002, service members can contribute up to 7 percent of their basic pay. The current limit of 7 percent of basic pay will rise to 10 percent by 2005 and become unlimited in 2006. Unlike civilians, who cannot make lump-sum payments into the program, service members may also contribute all or a percentage of any special pay, incentive pay, or bonus pay they receive. The total amount generally cannot exceed \$10,500 for the year.

Like civilian employees in the program, service members must choose how they want their money invested. Right now, there are three funds to choose from. The funds run the gamut of safe — the G Fund invests in special government bonds — to riskier investments — the C Fund tied to the stock market. There is also an F Fund for investing in commercial bonds.

TSP will unveil the new S and I funds in May 2002. S Fund investments go to a stock index fund that paces small businesses. I Fund investors will track international companies the same way. More information concerning this valuable benefit can be found at the following Web site:

<http://www.tsp.gov/uniserv/index.html>.

Each active duty and Selected Reserve member of the Coast Guard should have recently received a TSP information package in the mail; this package contains a cover letter, sign up form and a booklet titled “Summary of the Thrift Savings Plan for the Uniformed Services.” When a member decides to participate in TSP, all he or she needs do is complete the TSP-U-1 form (in the package, or soon to be on-line at the web site mentioned above), and then needs to make two copies and mail the original to HRSIC (CST), 444 SE Quincy Street, Topeka, KS 66683, and keep the other copy for his or her personal files. HRSIC will notify the National Finance Center (NFC) in New Orleans that the member is now a TSP participant and the NFC will send the member a “Welcome Aboard” package. At that point, the member can tell the NFC what specific fund(s) he or she has chosen.

Because the TSP record keeper must maintain separate accounts for civilian and uniformed services participants, participants who are both Federal civilian employees and uniformed services members (i.e., reservists) may have two separate accounts. Those who have two accounts will need to review information about their accounts separately in the civilian and the uniformed services sections of the Web site.

Medical Benefits Please visit TRICARE's Reserve Component Health Care webpage for the most up to date information.

[Click here](#) for more info.

Legal Assistance

The Coast Guard traditionally has recognized the importance of providing legal support for our personnel in connection with their personal civil legal affairs. Providing job-related legal support, such as powers of attorney for personnel scheduled for deployment, or wills counseling for personnel engaged in hazardous duty, helps to relieve the stress and uncertainty associated with these duties and thus, improves both morale and efficiency. Prompt assistance with other non-job related personal legal difficulties has a similarly beneficial effect, so the Commandant's policy is to provide legal assistance to eligible personnel to the fullest extent possible under the law.

The Soldiers' and Sailors' Civil Relief Act of 1940 (SSCRA) was passed by Congress to provide protection to anyone entering or called to active duty in the U. S. Armed Forces. Protections commence on the date the service member enters active duty. The SSCRA covers such issues as rental agreements, security deposits, prepaid rent, eviction, installment contracts, credit card interest rates, mortgage interest rates, mortgage foreclosure, civil judicial proceedings, and income tax payments. For example, one of the most widely known benefits under the SSCRA is the ability to reduce consumer debt and mortgage interest rates to 6 percent under certain circumstances. Below are some details of the most common forms of relief under SSCRA.

Six Percent Cap on Interest Rates: Under the SSCRA, a military member can cap interest rates at 6 percent for all obligations entered into before beginning active duty. This can include interest rates on credit cards, mortgages, and even some student loans (except for Federal guaranteed student loans), to name a few. To qualify for the interest rate cap the military member has to show that he or she is now on active duty, that the obligation or debt was incurred prior to entry on active duty, and that military service materially affects the member's ability to pay. To begin the process, the military member needs to send a letter along with a copy of current military orders to the lender requesting relief under the SSCRA. The interest rate cap lasts for the duration of active duty service.

Stay of Proceedings: If a military member is served with a complaint indicating that he or she is being sued for some reason, a "stay" or postponement of those proceedings can be used to stop the action altogether, or to hold up some phase of it. However, the burden is on the military member to show that military service has materially affected his or her ability to appear in court. In general, a stay of proceedings can be requested for a reasonable period of time, but it is unlikely that a court will allow the proceedings to be put off indefinitely.

Protection From Eviction: For those members leasing houses or apartments, the SSCRA offer protection from eviction for a period of time, usually three months. The dwelling place must be occupied by either the active duty member or his or her dependents and the rent on the premises cannot exceed \$1,200 a month. Additionally, the military member must show that military service materially affects his or her ability to pay rent. If a landlord continues to try to evict the military member or does actually evict the member, he or she is subject to criminal sanctions such as fines or even imprisonment. However, if you feel that you are in this situation, don't just stop paying rent and wait three months. Talk to a legal assistance attorney.

Termination of Pre-Service Leases: The SSCRA also allows military members who are just entering active duty service to lawfully terminate a lease without repercussions. To do this, the service member needs to show that the lease was entered into prior to the commencement of active duty service, that the lease was signed by or on behalf of the service member, and that the service member is currently in military service.

Mortgages: The SSCRA can also provide temporary relief from mortgage payments. To obtain relief, a military member must show that his or her mortgage was entered into prior to beginning active duty, that the property was owned prior to entry into military service, that the property is still owned by the military member, and that military service materially affects the member's ability to pay the mortgage.

The SSCRA can be a big help to military members in times of need. In fact, the United States Supreme Court has declared that the Act must be read with "an eye friendly to those who dropped their affairs to answer their country's call." It actually provides many more protections than those listed here.

If you believe being called to active military service has impacted your ability to meet your obligations, please contact the nearest legal assistance office to see if the SSCRA offers you some protection. Each Coast Guard region has legal assistance officers available to assist families with legal problems during reservists' periods of active duty. Typical legal services involve wills, powers of attorney, child support, income tax returns, and contractual disputes. Although legal assistance officers cannot represent family members in court, they can provide guidance and sometimes can negotiate on your behalf.

For further information, check out the Coast Guard legal assistance Web site at: <http://www.uscg.mil/legal/la/>. Featured topics on the web site include consumer and contract matters, creditor and debtor relations, family law, real estate, taxes, wills and estate planning, the Soldiers' and Sailors' Civil Relief Act (SSCRA), and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Contact Coast Guard legal assistance offices by telephone at:

FIRST DISTRICT LEGAL – Boston, Mass., (617) 223-8500
CG ACADEMY LEGAL – New London, Conn. , (860) 701-6795
TRACEN CAPE MAY LEGAL – Cape May, N.J., (609) 898-6902
CG YARD LEGAL – Curtis Bay, Md., (410) 636-7250
COMMANDANT (G-LMJ) – Washington, D.C., (202) 267-0191
TRACEN YORKTOWN LEGAL – Yorktown, VA , (757) 898-2374
MLC ATLANTIC LEGAL – Norfolk, Va., (757) 628-4196
SEVENTH DISTRICT LEGAL – Miami, Fla., (305) 415-6950
GANTSEC LEGAL – San Juan, P.R., (787) 729-2370
EIGHTH DISTRICT LEGAL – New Orleans, La., (504) 589-6188
NINTH DISTRICT LEGAL – Cleveland, Ohio, (216) 902-6010
MLC PACIFIC LEGAL – Alameda, Calif., (510) 437-5891
THIRTEENTH DISTRICT LEGAL – Seattle, Wash., (206) 220- 7110
FOURTEENTH DISTRICT LEGAL – Honolulu, Hawaii, (808) 541-2108
SEVENTEENTH DISTRICT LEGAL – Juneau, Alaska, (907) 463-2050
ISC KODIAK LEGAL – Kodiak, Alaska, (907) 487-5474

Civilian Job Rights and Protections

Reemployment rights with a civilian employer are protected under Chapter 43 of Title 38, United States Code. This law, better known as the ***Uniformed Services Employment and Reemployment Rights Act or USERRA***, provides a broad range of civilian job protections. USERRA provides protection to anyone absent from a position of civilian employment because of uniformed service if they:

- Hold or have applied for a civilian job (Note: Jobs employers can show to be held for a brief, non-recurrent period with no reasonable expectation of continuing for a significant period do not qualify for protection).
- Have given written or verbal notice to the civilian employer prior to leaving the job for military training or service except when precluded by military necessity.
- Have not exceeded the five-year cumulative limit on periods of service.
- Have been released from service under conditions other than dishonorable.
- Report back to the civilian job in a timely manner or submit a timely application of reemployment.

A service member must report to work or submit an application for reemployment within a specified period based on the duration of service. It is worth noting that failure to report or make timely application does not automatically result in loss of reemployment rights, but does subject the service member to the rules of conduct, policies and general practices established by the employer, which may result in loss of USERRA protections. The following periods of service apply to return to work:

- Less than 31 days — Return no later than the first full regularly scheduled work period on the first full calendar day.
- More than 30 days but less than 181 days — Apply no later than 14 days.
- More than 180 days — Apply no later than 90 days.

There are certain circumstances under which a civilian employer may not be required to reemploy a service member. However, the employer has the burden of proving reemployment is not possible within those circumstances.

Under the law, a person may not be forced to use earned vacation. Employees are entitled to earned vacation or leave in addition to time off to perform military service. A rare exception would be a case where there is a standard plant shutdown at a certain time of year and all employees must take their vacations during that period and an employee's period of military service happens to coincide with that period. Service members are entitled to seniority and all the benefits of seniority with their civilian employer as if continuously employed. They are to be treated as if no absence in employment occurred and may make up contributions to an employee pension benefit

plan. Employers are also required to fund any obligation attributable to the employer of the employee's benefit pension plan.

USERRA provides that, if the period of service was less than 91 days, the person is entitled to the job he or she would have attained absent the military service, provided the person is, or can become, qualified for that job. If unable to become qualified for a new job after reasonable efforts by the employer, the person is entitled to the job he or she left. For periods of service of 91 days or more, the employer may

reemploy the returning employee as above (i.e., position that would have been attained or position left), or in a position of “like seniority, status and pay.”

A person experiencing problems with civilian employment or reemployment should contact the Employer Support of the Guard and Reserve (ESGR) for assistance. Their toll free number is 1-800-336-4590. An individual protected by USERRA may also file a complaint with the Assistant Secretary for Veterans' Employment and Training at the Department of Labor (DOL) if an employer has failed or refused, or is about to fail or refuse, to comply with employment or reemployment rights and benefits, and ESGR has been unable to resolve the issue. Additional information about USERRA may be found on the following Web sites:

ESGR <http://www.esgr.org/>

DOL: <http://www.dol.gov/dol/vets/>

Coast Guard Work-Life

The purpose of the Coast Guard Work-Life system is to strike a reasonable balance between Coast Guard mission needs, and those of our employees and their families. The goal of Work-Life programs is to create an environment in which the Coast Guard will achieve organizational excellence and continue to provide valued services to our customers. To do so, a support system must be in place to address the personal needs of Coast Guard personnel and their families.

Work-Life is managed by Commandant (G-WKW), a Headquarters program manager staff within the Health and Safety Directorate, reporting to the Assistant Commandant for Human Resources. It is administered by full-service regional Work-Life staffs located at Integrated Support Commands (ISCs) in Boston, Portsmouth, Miami, New Orleans, Saint Louis, Cleveland, San Pedro, Alameda, Seattle, Honolulu, Ketchikan, and Kodiak, and at the Headquarters Support Command in Washington, D.C. The overall objective is to support the well-being of active duty, reserve and civilian employees and family members. Coast Guard Work-Life Programs provide a wide variety of services summarized here.

For more information, check out the Work-Life web site at: <http://www.uscg.mil/hq/g-w/g-wk/g-wkw/worklife/index.htm> or call 1-800-USCG-WLS (1-800-872-4957).

Just stay on the line to be connected to the nearest regional Work-Life staff, or enter one of the following extensions when prompted:

Individual & Family Support Programs

Child Care: Several options are used to offer Coast Guard military and civilian personnel a variety of ways to meet their childcare needs. These options include: resource and referral services (including marketing the discount program DOT has negotiated with national child care chains); Family Child Care Services; GSA Child Care Centers in GSA-controlled spaces; cooperative efforts with other Federal agencies close to Coast Guard units; consortia with private organizations, nannies and au pairs; and, Coast Guard Child Development Centers.

Child Development Centers: The Coast Guard operates Child Development Centers at nine major commands for both military and civilian personnel. Our policy requires a safe environment, proper staff-to-child ratios, facilities designed to reduce the possibility of abuse incidents, clear discipline processes, affordable sliding-fee scales, and subsidies for low-income or special needs families. Education and experience requirements are established for staff positions. We also expect child development centers to earn National Association for the Education of Young Children accreditation. All centers have a parent committee to help improve communication among the center, the parents, and the command, which enable parents to voice concerns and suggestions; and promote parents' involvement

Family Child Care (FCC): This innovative service is a very cost-effective, in-home means to provide childcare without large expenditures for child care facilities. FCC is child care provided on a reimbursement or barter system on a regularly scheduled basis for 10 or more hours weekly by a trained, certified person who resides in Coast Guard

owned or leased housing. The maximum number of children under age eight in care is six, including the provider's own children. Counting DOD, the FCC delivery system provides employment opportunities for thousands of military spouses.

Elder Care: Using resources from the U.S. Administration on Aging, National Eldercare Dissemination Center, American Association of Retired Persons, and other national and state organizations, Dependent Resource Coordinators provide information for employees seeking services for elderly relatives. One resource particularly helpful to our employees, who often are located far from elder family members, is the 1-800 number for the Eldercare Locator.

Adoption Reimbursement: This program applies to members of either gender who adopt a child. Active duty personnel may be reimbursed up to \$2,000 for costs incurred during the adoption process. Since its inception 10 years ago, the program has processed 138 adoption reimbursements for members ranging from junior enlisted to senior officers.

Special Needs: The Special Needs Program was developed to assist families with special needs and address their unique challenges and concerns above and beyond normal military family life issues. Currently 2,500 active duty members receive assistance through this program. In concert with other military and civilian agencies, the Special Needs Program provides a comprehensive, multi-disciplinary approach to provide adequate medical, educational, psychological, and community support for family members with special needs. Services are provided before, during, and after reassignment (job transfer). The Service carefully considers assignment location and timing for these members to ensure necessary resources are available and permit the members to best continue Coast Guard careers, meet mission needs, and fulfill challenging personal responsibilities.

Family Advocacy: Family violence, child abuse and neglect, spouse abuse, parent abuse, sibling abuse and elder abuse are serious problems. Each Service member and civilian employee has a responsibility to foster an environment that does not excuse, tolerate, or mitigate family violence. Helping service members and their families to cope with family violence is a most difficult challenge faced by commands. The Coast Guard does not consider abuse and neglect to be private family matters. The Family Advocacy Program is designed to prevent, identify, and when necessary, intervene and treat these behaviors to successfully rehabilitate families and retain the member in their career, if appropriate.

Employee Assistance: The Employee Assistance Program (EAP) is available to all military, civilian, non-appropriated fund employees and their family members. Designed to provide a confidential professional assessment and short-term counseling and referral service to help employees with their personal, job or family problems, the EAP assesses the situation and provides assistance with relationships, parenting, stress, financial management and other related problems. The EAP program is unique among the armed services, in that the Coast Guard has included its military members in the traditionally civilian-only EAP.

All contacts with the EAP are held in the strictest confidence. To maintain privacy and confidentiality, the Coast Guard contracts the EAP services with an outside organization. In no way does utilizing the EAP affect an employee's chances of promotion or advancement. Civilians, service members and family members deal directly with a national network of providers. The EAP does not reveal the users' identities to the Coast Guard. Any discussion with an EAP counselor is confidential and protected by law.

To use the EAP, employees call 1-800-222-0364 and make an appointment to see an EAP counselor. The person answering will request their name, phone number, and a statement about what type of assistance is needed. Next the EAP service will contact the person within 24 hours and set up an appointment. A counselor will be available to meet with the person within 72 hours at a location no further than 30 miles away.

These services or resources can also be obtained by contacting the Employee Assistance Program Coordinator (EAPC) at your regional Work-Life staff. EAPCs work with the contractor and other staff members to assess and coordinate available assistance and family needs and match services to personnel. The EAPC also coordinates service for cases of rape/sexual assault, suicide prevention, critical stress management, workplace violence, victim/witness program and financial management.

The only exceptions to the confidentiality are:

1. When the client consents in writing.
2. If the client poses a danger to self or others, or threatens to commit a serious crime that would cause substantial property damage.
3. If there is a suspicion of child or elder abuse or neglect.
4. Where specific state enforced laws address family violence.
5. If the disclosure of that information is allowed by a valid court order.
6. When the disclosure is made to medical personnel in the course of a medical emergency.
7. When a direct supervisor requires confirmation that the client has made or kept their EAP appointments during regular duty hours or when on sick leave.
8. To qualified personnel for research, audit or program evaluation.
9. For the purpose of defending an agency or its employees in cases of litigation.

Ombudsmen: The morale and mission performance of Coast Guard personnel are closely related to their families' health and well-being. The Ombudsman serves as a unit Commanding Officer's agent to maintain personal contact with family members. This helps to ease the burden and sacrifices that families must make to allow personnel to carry out Coast Guard missions. The Ombudsman, who may be a spouse, reservist, or auxiliary, is charged with fostering communication among Service members, their families, and the command. He or she provides information on behalf of the command to family members through periodic meetings, mailings, and articles in command publications. The Ombudsman is an important resource who can refer families to sources of available community assistance. There are approximately 400 Ombudsmen Coast Guard-wide.

Relocation Assistance: The Coast Guard has a mobile workforce, with nearly 30 percent transferring every year. Relocation involves moving people and families, not just

transporting furniture and changing housing. The primary goal of the Relocation Assistance Program is to assist Coast Guard employees and their families through the relocation cycle. During the transfer process, the Coast Guard considers requirements for support resources. Completing a transfer includes connecting with resources and services in the new unit's local community. Members transferring to new units are provided with relocation packages containing information about housing, schools, education, shopping, medical facilities, community services, and spouse employment possibilities in the area.

Transition Assistance: The Transition Assistance Program was established to ensure all separating and retiring military and civilian members have access to career transition assistance services. The diverse complement of individual programs, services, and benefits which collectively constitute the transition assistance program can be classified into four categories: pre-separation counseling,

employment assistance, relocation assistance for separating members stationed overseas, and benefits for involuntarily separated members.

The intent of these services and benefits is to give members and their families the opportunity to make an informed, effective transition from military service to civilian employment. Transition Assistance seminars, coordinated through the Work-Life staffs, are held regionally throughout the Coast Guard; they cover topics including interviewing techniques, resume writing, job search techniques, and veterans' benefits. Spouses are encouraged to attend Transition Assistance seminars. Spouses may also contact the Transition Relocation Manager at the nearest Work-Life staff to access the Spouse Employment Assistance Program (SEAP), which offers career counseling, and information, referral and training services on educational and employment resources and opportunities.

Health Promotion Programs

Health Promotion Program: This program is designed to educate and encourage all Coast Guard beneficiaries (active duty members, civilian employees, reservists, dependents and retirees) to maintain or improve their health and well-being by adopting a healthy lifestyle. Health Promotion Program elements include: (1) nutrition and weight control, (2) physical fitness, (3) tobacco cessation, (4) alcohol and substance abuse prevention and education, (5) stress management, and (6) disease and injury risk education. Regional Health Promotions Managers educate Coast Guard beneficiaries through training and education seminars, publications, and audiovisual media. Services offered include health risk appraisals, stress management evaluations, and cholesterol screening.

Addictions Program: This mission program is designed to reduce to a minimum the abuse of alcohol or other drugs within the Coast Guard, through prevention education, and by identifying members who are substance abusers, and providing education for self-realization of their abuse and offering rehabilitation when needed. Twelve full-time Addictions Prevention Specialists (APSSs) oversee and provide training to unit Collateral Duty Addictions Representatives, junior enlisted members, supervisors, and managers.

Food Services Program: The Food Services team at HQ continually strives to provide the necessary support for ensuring all Coast Guard men and women are afforded well balanced, nutritious meals at an affordable cost to the Coast Guard, by provide training, management, resource monitoring and oversight to 335 dining facilities throughout the country on ships and ashore. MLC Food Service Assistance and Training (FSAT) Teams provide biennial training visits to assess the overall condition and operation of the CG Dining Facilities.

The American Red Cross

The American Red Cross provides an exclusive worldwide communications and support network that serves as a lifeline between military service members and their families. For the service member, the Red Cross is the connection to home in the event of a family crisis, a death in the family, a financial emergency, or a joyous birth. The Red Cross assists military members and their families through its Armed Forces Emergency Services (AFES). AFES helps military members and military families cope with separation and other special situations related to service in the armed forces. Services include around-the-clock, around-the-world communication between military members and their families; neutral, impartial assistance, including comfort and counseling; independent verification of emergency situations; and financial assistance and referrals for emergency travel and other family needs.

Emergency Communications: Red Cross emergency messages provide military personnel and their commanders with fast, reliable information to help them make decisions regarding emergency leave, deferment, compassionate reassignment, and dependency discharge.

Financial Assistance: The Red Cross collaborates with the Military Aid Societies in providing financial assistance when an urgent personal or family crisis arises. Financial assistance is provided when there is a demonstrated need for funds for such things as emergency travel, burial assistance, or urgent health and welfare needs such as food and shelter.

Counseling: The Red Cross offers counseling, information, referrals, and other social services to military families. Red Cross Armed Forces Emergency Services workers are neutral personnel to whom military persons or family members can go for confidential problem solving.

If you have an emergency and you need to communicate with a family member in the military and your family member is serving on active duty at a military installation, call (877) 272-7337. For service members and their families who do not live on a military installation and for those not serving on active duty, please call your local American Red Cross chapter. For additional information see:

<http://www.redcross.org/>

Coast Guard Mutual Assistance

Coast Guard Mutual Assistance (CGMA) is an independent, non-profit, charitable organization, providing financial assistance to all members of the Coast Guard family. While sponsored by the Coast Guard, CGMA does not receive federal funds, and is funded solely from contributions and returns on investments. CGMA is administered by a Board of Control located at Coast Guard Headquarters, regional directors throughout the country, and representatives at most duty stations. Repayment of CGMA loans provides the major source of funds to provide new assistance. It is expected that each person receiving assistance from CGMA in the form of a loan will repay that loan in full in accordance with the repayment terms established at the time assistance is rendered.

One of the main purposes of CGMA is to provide financial assistance to members caught in emergency, short-term, financial situations beyond their control. **Emergency assistance** is generally authorized in circumstances that impose a serious financial or personal hardship on the member requiring urgent help to relieve the situation. Examples of assistance that may be provided as Emergency Assistance include:

- Sudden financial or personal loss
- Stranded while traveling
- Emergency travel
- Pay and allotment problems
- Travel advance and travel claim problems

During Reserve mobilizations, when many sets of activation orders are quickly issued, it is expected that some members may initially experience pay and allotment or travel claim problems; CGMA is there to assist. To make sure CGMA can help as many members as possible, in this type of situation, assistance can be provided for specific bills and emergent need (food, clothes, shelter, etc) until the pay issues are resolved. However, due to limited funds availability, CGMA will not be able to provide everyone with the full amount of missing paychecks, or for the pay difference between what they may have been earning and what they will earn while called up.

Other types of financial assistance provided by CGMA fall under these categories (certain eligibility and assistance restrictions apply):

Debt Management assistance is intended to help our members become good financial managers of their income. To become good financial managers, they must first be able to meet their financial obligations. CGMA is willing to provide financial counseling and become a partner with the member by giving the minimum financial assistance needed to allow the member to enter a debt management program with Consumer Credit Counseling Service (CCCS) or a similar program through another debt/credit management agency.

CGMA has developed several programs to help members and their families financially meet their **educational goals**.

- CGMA Education Grants and Supplemental Education Grants (SEG)
- CGMA Federal Student Loans and Supplemental Student Loans
- Federal Stafford Loans
- Federal Parent Loans for Undergraduate Students (PLUS) Loans
- William D. Ford Federal Direct Loans
- Vocational and Technical Training Student Loans

Housing Assistance helps Coast Guard service members and their families obtain housing as the result of permanent change of station orders. Purchase assistance may be provided to assist eligible personnel in the purchase of a home through a loan for closing cost commitments. Rental Assistance may be provided to assist eligible personnel for security and utility deposits.

Medical expenses beyond TRICARE and supplemental insurance can sometimes be very costly to our members. In most cases, medical treatment is of an emergency nature and not normally anticipated in a member's budget. CGMA Medical Assistance does not relieve our members from having the proper supplementary medical and dental insurance in place.

General Assistance may be provided when unexpected events or expenses cause a serious financial burden and financial need is demonstrated. General Assistance differs from emergency assistance because the qualifying circumstances do not immediately endanger personal well-being or require urgent help. Examples of assistance that may be provided include:

- Funeral expenses • Travel problems • Major car repair • Problems with shipment of household goods • Family in-home child care insurance • Adoption costs when participating in the CG adoption program • Moving expenses

The CGMA **Layette Program** is designed to provide support to our most junior members and their families at an exciting and expensive time in their life — following the birth or adoption of a baby. CGMA has teamed with Kids Wear of Nordstrom to provide a Layette package (containing a receiving blanket, outfits and other items for a newborn baby) to the family of junior members of the Coast Guard community when they have or adopt a baby. This package is a gift from CGMA for E-3 and below, Civilian employees GS-4 and below or NF-2 and below. Requests for a CGMA Layette package must be received and processed within six months following the birth or adoption of the child or children.

Locations of local CGMA representatives can be found on the CGMA web site: <http://www.cgmahq.org/> or by calling **1-800-881-2462**.

Montgomery G.I. Bill

Reservists in receipt of Montgomery G.I. Bill (MGIB) benefits who are forced to withdraw from school due to being called up will have entitlement (the 36 months of benefits available) restored for the period of the term completed. In other words, if a person was paid for September and October and had to withdraw from a term that ended in December, the entitlement used for September and October would be restored with no debt created. Debt collection action against persons mobilized is suspended until the mobilization period is ended, and the period of eligibility, "delimiting date," is extended by the period of mobilization plus four (4) months. Here are some situations that reservists in receipt of MGIB benefits may encounter, along with the appropriate steps to take:

Situation: Reservists in the middle of their terms are called to active service.

What needs to be done: The schools must immediately submit a VA Form 22-1999b. The schools' certifying officials should know how to fill this out. Activated reservists should ensure that the certifying officials include two very important things: The last date of attendance and in the remarks section state *Student Called Back To Service*, or something to that effect. The remaining blocks also need to be filled out, but the certifying officials should know how to do that.

Situation: Reservists completed their terms and get called to active duty.

What needs to be done: Reservists should ask the schools' certifying officials to report that they have completed their terms and have been *Called Back To Service*. The certifying officials still submit this information on the VA Form 22-1999b. This may or may not be necessary, but it is better to be safe than sorry. The reason this is a good idea is because certifying officials can certify members for up to one year. Example: A member completes a term that ends Dec. 31, 2001, but the certifying official certified them until May 15, 2002. If the certifying official doesn't inform the VA that the member is out of school, the VA may continue to pay terms until May 15, 2002, and the member would end up incurring debt.

Situation: Reservists are called to active duty at the beginning of their terms.

What needs to be done: Certifying officials must submit 1999b forms stating the members were Called To Duty and dropped during the schools' drop-add period, including effective dates of the drops.

Situation: Reservists who have received advance pay for future terms are called to active duty.

What needs to be done: The schools should report the members' last date of attendance, and the advance pay will have to be paid back for the time the reservists were not in school. The VA advises reservists avoid taking the advance pay option, because if a Reserve mobilization is ordered, then the reservists end up accruing debt. Most schools have some type of military clause that prevent reservists from receiving bad grades or having to pay tuition for time **after** withdrawal dates if they were due to military activation. Reservists are highly encouraged to check with their schools to find out what the policies are in situations such as these.

See www.gibill.va.gov for more information

Commissary, Exchange, and Morale, Welfare and Recreation (MWR) Benefits

Commissary

Commissaries are supermarkets usually located on military installations. The commissary sells food, sundry and cleaning products for cost plus a 5 percent surcharge. Reservists who have earned a qualifying year toward retirement (50 retirement points) are issued a commissary privilege card valid for up to 24 commissary shopping days per calendar year. Commissary shopping privileges are also authorized during any period of active duty on a daily basis commensurate with orders to active duty. A military spouse or other authorized dependent unaccompanied by the service member may use the commissary shopping benefit with proper military ID, commissary privilege card or active duty orders.

Exchange

The exchange is the military department and drug store. Sometimes you will hear them referred to as "BX" (base exchange) or "PX" (post exchange). Reservists and their dependents have unlimited shopping privileges at any military exchange. Remember that a military ID is required.

MWR

MWR activities include fitness centers, arts and crafts facilities, bowling centers, golf courses, libraries, outdoor recreation, recreation centers, youth services activities and recreation membership clubs. In most instances, reservists and their dependents are entitled to use most MWR facilities on the same basis as active duty personnel. Local installation and facility commanders do have the authority to establish priorities for MWR activities that are high demand and unable to accommodate all who desire to participate. Families of activated reservists enjoy all of the same privileges as families of active duty personnel. Be sure to call ahead and confirm hours of operation and eligibility for the activity you and your family are interested in. The following web sites provide information related to military MWR programs:

This site is for the Coast Guard Exchange System. It allows you to shop online! Profits from the Coast Guard Exchange System go to support MWR Program! <http://www.cg-exchange.com/>

This site is for the Defense Commissary Agency. <http://www.commissaries.com/>

This site identifies the Coast Guard's recreation cottages and temporary lodging facilities. <http://www.uscg.mil/hq/g-w/mwr/cgmwr.htm> This site provides general information about Coast Guard MWR programs. <http://www.uscg.mil/hq/g-w/g-wk/g-wkw/worklife/morale.htm>

This site is for the Armed Forces Sports Council. The Council provides Armed Forces sports competition among the Services and overseas military athletic competition

internationally. <http://armedforcessports.dtic.mil/>

This site is for the MWR program of the U.S. Army. <http://www.armymwr.com/>

This site is for the MWR program of the U.S. Air Force. www-p.afsv.af.mil

This is the site for the MWR program of the U.S. Marine Corps. <http://www.usmc-mccs.org/>

This is the site for the MWR program of the US Navy. <http://www.mwr.navy.mil/>

Travel Lodges and Space-Available Travel

Located on many installations, travel lodges are for personnel moving on permanent change of station orders. However, they are available on a space-available basis to anyone in the military community, including active duty and reserve personnel on vacation. Their rates vary by location and room size. Recreational cabins and campgrounds are another option. Located on many installations, these facilities consist of cabins, cottages, trailers, trailer or RV parks with hookups, and campgrounds. Although reservists have a lower priority than active duty members or families on orders, once they have a reservation, they cannot be bumped.

Check out the following web sites or phone numbers for more information on the different services' lodging options:

Coast Guard: <http://www.uscg.mil/hq/g-w/mwr/cgmwr.htm>

Army: 1-800-GO-ARMY-1 or <http://www.armymwr.com/lodging/travelers.htm>

Navy: 1-800-NAVY-INN or <http://www.navy-nex.com/>

Air Force: <http://www.afcrossroads.com/activities/index.cfm>

Marine Corps: <http://www.usmc-mccs.org/busops/Lodging/main.asp>

U.S. Transportation Command has announced an expansion of space-required travel options for reservists traveling for inactive duty training worldwide. Reservists can now travel on Department of Defense aircraft worldwide in a space-required status from their home to their authorized IDT assembly, when performing IDT training. Seat reservations can be made 30 days in advance of travel for certain destinations. Reserve members must provide written authorization for travel. All charges above and beyond the seat tariff rate are the responsibility of the member (such as head tax, excess baggage, federal inspection fees, and meal charges).

A reservist's family is normally not eligible for space-available travel; they become eligible when the reservist has been ordered to active duty. There are six levels of priority for using Space-A flights, and families of military members not in receipt of permanent change of station orders are among the lowest on the list, so chances of getting bumped off a flight are high. This can make traveling Space-A difficult, especially during holiday periods and weekends, when competition for seats can be intense. Many passengers awaiting Space-A travel during the summer and holiday seasons find they pay premium rates for unexpected lodging, dining and even commercial airline tickets when no Space-A flight is immediately available. See the "flight info" link on the following Web site for more information concerning Space-A travel: <http://www.transcom.mil/missions/amc.html>

Mobilization Checklists

Before mobilization, a reservist should:

- Obtain ID Card for Each Family Member
- Update Record of Emergency Data
- Designate or Update SGLI Beneficiaries
- Discuss and Choose Family Health Care and Dental Care Options
- Discuss Home and Deployment Finances and Create a Budget
- Discuss Communication During Family Separation • Create or Update Will(s)
- Consider Designating a Power of Attorney • Designate Legal Guardians for Children (if applicable)

Keep personal and family documents together and in a safe place (preferably a safe deposit box):

- Marriage License and Certificate
- Birth Certificates (for member, spouse and dependents)
- Copy of DEERS Enrollment Forms
- Copies of Family ID cards • Power of Attorney • Will(s)
- List of Immediate Family Members:
- Social Security Numbers
- Addresses and Phone Numbers
- Copy of Member's Military Service Record
- Copies of Family Medical Records (including up-to-date vaccination records)
- Tax Records (going back 5 years)
- Real Estate Papers (deeds, titles, mortgages, or rental agreements)
- Savings Bonds
- Account or Serial Numbers for:
 - Savings and Checking accounts
 - Credit Cards (note expiration dates)
 - Securities Accounts
 - Insurance Policies (include expiration dates):

Automobile, Homeowners or Renters, Life/Health/Other

- Inventory of Household Property

And If Applicable:

- Adoption Papers
- Death Certificates
- Divorce Papers
- Citizenship/Naturalization Papers
- Passports/Visas
- Proof of Prior Service Documents
- Pets' Vaccination Records

Important Contact Information

Keep this information in a handy place in the home:

Reserve Member's:

- Full Name
- Rank/Rate
- Date of Birth
- Social Security Number
- Unit Name/Location
- Civilian Employer Point of Contact
- Closest CG Legal Assistance Office
- Closest CG Work-Life Office
- Emergency Contact Numbers:
 - Fire
 - Police
 - Hospital
 - Family Doctor/Primary Care Provider
 - Child Care Services
 - Children's Schools
 - Family
 - Friends
 - Neighbors
- Business Contact Numbers:
 - Accountant
 - Attorney
 - Banking Services
 - Executor of Will
 - Appliance Repair
 - Plumbing Repair
 - Electrical Repair
 - Household Insurance or Landlord
 - Auto Repair
 - Auto Insurance
 - Cable Service
 - Telephone Service
 - Electric/Gas Company
 - Heating Fuel
 - Other:

Other Sources of Information

The Coast Guard Spouses Web site (<http://www.cgspouses.net/>) provides easy access to information, support, and camaraderie to the community of spouses of U.S. Coast Guard members, both active duty, reserve and retired. It is supported by private funding and volunteer work, and is not affiliated with the U.S. Coast Guard in any way. However, the Web site provides helpful links to many Coast Guard and other military resources on the web, including:

- Coast Guard and Military Life
- Official Coast Guard and related Agencies
- Coast Guard Work-Life and related Support
- Military Health Benefits
- Housing Information
- Military Benefits
- Military Travel
- Employment
- Education
- Organizations Supporting Coast Guard Members, Benefits, and Lifestyle
- Sources for Unofficial Coast Guard News, Images, Art

Check out the Web site's Resources page at: <http://www.cgspouses.net/resources/links/>

DOD has produced a Family Readiness Tool Kit to help families of reservists prepare for a service member's mobilization or deployment. It can be found on the Internet at:

<http://www.defenselink.mil/ra/family/toolkit/>. The tool kit is a standardized pre-deployment and mobilization handbook that provides information about items such as family readiness best practices, mobilization checklists, employment support, family care plans, personal financial management, legal affairs, child and elder care, family readiness groups, crisis intervention, and so on.

This information provided by







Commandant (G-WTR-1)


2100 Second Street, S.W.

Washington, D.C. 20593-0001

Medical Benefits

Please visit TRICARE's Reserve Component Health Care web page for the most up to date information.
<http://tricare.osd.mil/reserve/index.cfm>

 HOME	 A to Z	 SEARCH	 HELP	 WHAT'S NEW	 SITE MAP
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[TRICARE Reserve Family Demonstration Benefit Extended Through 2004](#)

[Activated Reserve Components and Families Benefits Policy \(pdf\)](#)

[Reserve Component Health Care Benefit Brochure](#)
[Online version \(html\)](#)
[Printer-friendly version \(pdf\)](#)

[Transitional Health Care Benefits Brochure](#)

[Active Duty Waiver for Federal Employee Premiums](#)

Fact Sheets

[TRICARE Reserve Family Member Demonstration Project](#)
[TRICARE Dental Program](#)
[Prime Remote](#)
[Transitional Healthcare](#)

[Health Benefits for Reserve Component Members and Their Families](#)
[RC Healthcare Benefits Upon Release from Active Duty/Demobilization](#)

Resources

[TRICARE Handbook](#)
[Frequently Asked Questions on Reserve Component Healthcare](#)
[RC Toolkit](#)
[Family Readiness](#)
[RC Family Member](#)

Reserve Component Health Care

New Temporary Health Benefits for Reserves Announced

The 2004 Temporary Reserve Health Benefit Program includes three temporary TRICARE benefit provisions; some are effective as of Nov. 6, 2003, and all expire Dec. 31, 2004. [More>>](#)

Reserve Component Members are Covered

When on military duty, Reserve Component (RC) members are covered for any injury, illness or disease incurred or aggravated in the line of duty. This includes traveling directly to or from the place where they perform military duty. When ordered to active duty for more than 30 consecutive days, RC members have comprehensive health care coverage under TRICARE.

RC Family Members are Covered

When the RC sponsor is on active duty for more than 30 consecutive days, their family's health and dental care needs are covered under several TRICARE options. TRICARE offers options: [TRICARE Standard](#), [TRICARE Extra](#), [TRICARE Prime](#), and [TRICARE Prime Remote for Active Duty Family Members \(TPRADFM\)](#).

TRICARE Eligibility and Enrollment

RC members and their families need to make sure all information is updated in [DEERS](#) in order to be covered.

RC Members

All RC members ordered to active duty for more than 30 consecutive days are required to enroll in TRICARE Prime.

- If RC members reside within a military treatment facility (MTF) catchment or Prime service area (usually within 40 miles of a MTF), they should enroll to that MTF.
- If a member resides in a remote stateside location, he/she should enroll to the MTF nearest his/her home station or mobilization site.

Members need to maintain their residential mailing address in DEERS. Once enrolled, RC members are not required to transfer their enrollment or re-enroll when they go to another stateside location or overseas.

Eligible RC Family Members

When the RC sponsor is on active duty for more than 30 consecutive days, their family's health and dental care needs are covered under several TRICARE options. [TRICARE Standard](#), [TRICARE Extra](#), [TRICARE Prime](#), and [TPRADFM](#).

[Benefit Guide](#)
[Summary of VA Benefits](#)

Additional Links

[Reserve Affairs Home](#)
[DEERS](#)
[TRICARE Dental Program](#)
[Military Assistance Program](#)
[Military Family Resource Center](#)
[National Committee for Employer](#)

RC News

[National Guard and Reserve Mobilized as of February 18, 2004](#)
27 February 2004

[New Temporary Health Benefits for Reserves Announced](#)
12 February 2004

[New TRICARE Policies for Family Members of National Guard and Reserves Announced](#)
12 March 2003

[Dept. of Labor Secretary Elaine L. Chao Announces Information Military Reservists and Their Families Need to Know about Employee Benefit](#)
10 January 2003

[What the Reserve Component Needs to Know About the TRICARE Dental Program](#)
05 November 2002

[Why Should You Update Your DEERS Info?](#)
By Lisa Gates, Deployment Quarterly

An eligible family always has health care coverage under TRICARE Standard or can use the TRICARE Extra option if they choose not to enroll in TRICARE Prime or TPRADFM.

TRICARE Prime:

Family members of RC members ordered to active duty for more than 30 consecutive days and who reside within a MTF catchment area (typically within 40 miles of an MTF) or Prime service area, are eligible to enroll in TRICARE Prime.

TRICARE Prime Remote for Active Duty Family Members:

- TPRADFM operates and offers the same benefit as TRICARE Prime Remote (TPR), but is the title for the family member program.
- Family members of RC members ordered to active duty for more than 30 days, who reside with the member at the time of the effective date of the member's orders, and live in a TPR ZIP code are eligible to enroll in TPRADFM.
- Families enrolled in TPRADFM must abide by the TPRADFM requirements. Families need to read the material on TPR to gain a clear understanding of how this program operates.

Enrollment

TRICARE Prime and TPRADFM require enrollment.

- TRICARE Prime/TPRADFM is not offered in all locations. RC family members can contact the regional toll-free number if they need assistance in determining where they should enroll. Enrollment forms can be downloaded from the Enrollment sub-site and should then be sent to the appropriate address listed on the form.
- If a family enrolls in TPRADFM and moves from that residence to another remote location, they lose TPRADFM but maintain coverage under TRICARE Standard.
- Family member enrollments received by the 20th of the month are effective the first day of the next month. For instance, if families enroll by April 20th, Prime/TPRADFM coverage begins May 1. If an enrollment form is received after the 20th of the month, enrollment is delayed for an additional month, meaning this same family would not be covered until June 1.
- If a family voluntarily disenrolls from Prime or TPRADFM sooner than their effective date, they are "locked out" and cannot re-enroll in TRICARE Prime/TPRADFM for 12 months.

RC members and their families should:

- Understand the difference between TRICARE Standard, TRICARE Extra, TRICARE Prime and TPR to determine whether to use your TRICARE benefit or maintain your employer-sponsored health plan.
- Know where to locate more information on the Web site.

[Reserve Component Health Care Benefits Brochure](#)

In simple, easy terms, the RC health care brochure provides a broad overview of TRICARE Options: Dental Coverage, Employer-sponsored Health Insurance Options, Important Resources, TRICARE Regions and a key Deployment Checklist -- to ensure the essentials are covered before activation and at any

time.

[Guide to Reserve Family Member Benefits.](#)

This book provides information about military benefits (to include legal assistance, pay, travel, etc.) available to RC family members.

[Frequently Asked Questions](#)

FAQs are a great starting point in accessing information detailing how medical and dental benefits work for RC members and their families.

[Fact Sheets](#)

TRICARE Fact Sheets are quick, easy ways to find basic TRICARE information. Begin with the "Reserve Component" Fact Sheet.

[TRICARE Handbook](#)

The TRICARE Handbook provides TRICARE benefit information. Users can search for information on the TRICARE benefit either by subject search or general search.

[Dental Program](#)

Upon mobilization, RCs become eligible for the dental benefits that active duty service members receive. So, RCs who are enrolled in the TRICARE Dental Program and are activated for more than 30 days are automatically removed from the program and become eligible for dental care from military dental providers. Family members of mobilized reservists become eligible for the same lower premiums that active duty family members enjoy. Please visit the [United Concordia's Web site](#) (the administrator of the program) for more information.

[Separation/Demobilization](#)

It is important that RCs and their family members understand the TRICARE options available to them upon separation. If the member or their family have not retained Employer-sponsored Insurance, TRICARE offers ongoing health care through [TRICARE Transitional Health Care Demonstration Project](#) or [Continued Health Care Benefits Program \(CHCBP\)](#).

[For More Information](#)

TRICARE is there for the RC member and his/her family's needs in a variety of situations, including when traveling away from home or away at college. For more information about eligibility and benefits, or to enroll in TRICARE Prime or TPR, contact a local [TRICARE Service Center](#) or regional toll-free number.

Your feedback is important to us! Please take a moment to answer [10 questions](#) about our National Guard/Reserve Component Web site.

The TRICARE/Military Health System Web site www.tricare.osd.mil is the official Web presence of the Office of the Assistant Secretary of Defense (Health Affairs) and the TRICARE Management Activity
Skyline 5, Suite 810, 5111 Leesburg Pike, Falls Church, VA 22041-3206
TRICARE benefits and program questions: questions@tma.osd.mil; Web site technical issues: webmaster@tma.osd.mil
The content of this page was updated on Friday, February 27, 2004.



DOD Guard & Reserve Family Readiness Programs Toolkit

<http://www.defenselink.mil/ra/family/toolkit/>

Guard and Reserve Family Readiness Programs Toolkit

The contents of this Toolkit have been developed to assist you in your efforts to support family readiness. Every effort has been made to ensure that the information provided is current and accurate. However, because statutory and regulatory changes may have occurred since the publication of this Toolkit, the Office of the Assistant Secretary of Defense for Reserve Affairs cannot assume responsibility for its continued accuracy.

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[A-1-3 Post-deployment and Reunion](#)

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[A-2-4 Volunteer Management – Recruitment & Retention](#)

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[A-2-6 Volunteer Management – Recognition](#)

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[A-4 Working with the Media](#)

II. Service Member TAB

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[B-2-4 Tips for Reserve Members and Military Commanders to Improve Employer Support](#)

[B-3 Family Care Plan](#)

[B-4 Unit Emergency Information](#)

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III. Family Member TAB

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[C-4 Glossary of Terms and Acronyms](#)

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[D-4 Family Readiness Program as a Liaison between Family Members, Unit, and Agencies](#)

[D-5 Working with Volunteers D-6 Marketing](#)

[D-6 Marketing](#)

Web-Page Links

1. General MSG Repository (intranet)
http://cgweb.comdt.uscq.mil/hsc_t-4/commcen/ARCHIVES/genmsgs.htm
2. CG LANTAREA Website
<http://www.uscq.mil/lantarea/>
3. Personnel and Pay Procedures Manual, Chapter 11
<http://www.uscq.mil/HQ/psc/RMP/>
4. Direct Access
<http://www.uscq.mil/hq/psc/cghrms/index.htm>
5. Annual Reserve Screening Questionnaire (ARSQ)
<http://www.uscq.mil/hq/psc/cghrms/index.htm>
6. CG Institute
<http://www.uscq.mil/hq/cgi/index.html>
7. CG Personnel Support Center
<http://www.uscq.mil/hq/psc/>
8. CG Reserve Website
<http://www.uscq.mil/hq/reserve/reshmpg.html>
9. Employee Support of the Guard and Reserve
<http://www.esqr.org/>
10. Manuals
<http://www.uscq.mil/CCS/CIT/CIM/DIRECTIVES/WELCOME.HTM>
11. Tricare
<http://tricare.osd.mil/reserve/index.cfm#>
12. Montgomery GI Bill
<http://www.gibill.va.gov/>